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ABSTRACT

These two publications provide abstracts and other information on materials accessed by the National Technical and Further Education (TAFE) Clearinghouse, Australia. Materials include research reports/technical reports, evaluation studies, curriculum materials of an innovative nature (syllabus documents, student materials, textbooks, teachers' guides, audiovisual materials, materials for TAFE teacher education, tests, questionnaires, feasibility studies, catalogues of instructional materials, and bibliographies. Materials are grouped by the six State and two Territory Clearinghouses and the National TAFE Clearinghouse that accessed them. Each document entry includes these components: accession number; author(s); title; publisher, date of publication and pagination; format; availability; price; series; descriptors; identifiers; and abstract. Title, author, and subject indexes are appended. Representative subjects include access to education, adult education, automation, computer-assisted design, computer-integrated manufacture, curriculum development, educational facilities, engineering, engineering drawing, industry, manufacturing industry, needs assessment, vocational education, aboriginal education, apprenticeships, distance education, information networks, trade courses, and women's education. (YLB)

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INITIATIVES IN
TECHNICAL AND FURTHER EDUCATION

Numbers 13-14

March 1987-September 1987

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Initiatives in Technical and Further Education

Number 13

TAFE

National TAFE Clearinghouse
Australia

TAFE National Centre
for Research
and Development

Initiatives in Technical and Further Education

Number 13

National TAFE Clearinghouse
Australia

National TAFE Clearinghouse

Australia, March 1987

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STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES

Australian Capital Territory TAFE Clearinghouse
Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 83 7507

New South Wales TAFE Clearinghouse
N.S.W. Department of Technical and Further Education
Head Office Library, Level 7
P.O. Box K638
Haymarket 2000 (02) 219 9487

Northern Territory TAFE Clearinghouse
School Library Services
P.O. Box 39971
Winnellie 5789 (089) 85 0334

Queensland TAFE Clearinghouse
Qld Division of TAFE Library
P.O. Bag 3
South Brisbane 4101 (07) 840 4853

South Australian TAFE Clearinghouse
S.A. Department of Technical and Further Education
G.P.O. Box 2352
Adelaide 5001 (08) 227 4222

Tasmanian TAFE Clearinghouse
Division of Further Education
'Equity House'
110 Murray Street
Hobart 7000 (002) 30 3044

Victorian TAFE Clearinghouse
TAFE Board Library
8th Floor
420 St Kilda Road
Melbourne 3004 (03) 268 7505

Western Australian TAFE Clearinghouse
Technical Education Division
Education Department of W.A.
151 Royal Street
East Perth 6000 (09) 420 4031

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research and Development Ltd
296 Payneham Road
Payneham 5070 (08) 42 7905

CONTENTS

STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES iii

INTRODUCTION

Background vii
Network of TAFE Clearinghouses vii
Objectives of the TAFE Clearinghouse vii
Types of material accepted by the Clearinghouse system vii
HOW TO USE THIS BOOKLET viii
  Location of documents viii
  Requests for documents viii
  Methods of searching viii
    Descriptors viii
    Indentifiers viii
    Glossary of TAFE terms viii
  Search requests viii
  How to contribute viii
  Clearinghouse loan viii
TAFE Clearinghouse Document Request Form ix
TAFE Clearinghouse Submission Form x
Sample of a document entry and explanation of terms xii
DOCUMENT ENTRIES 1
TITLE INDEX 49
AUTHOR INDEX 53
SUBJECT INDEX 57

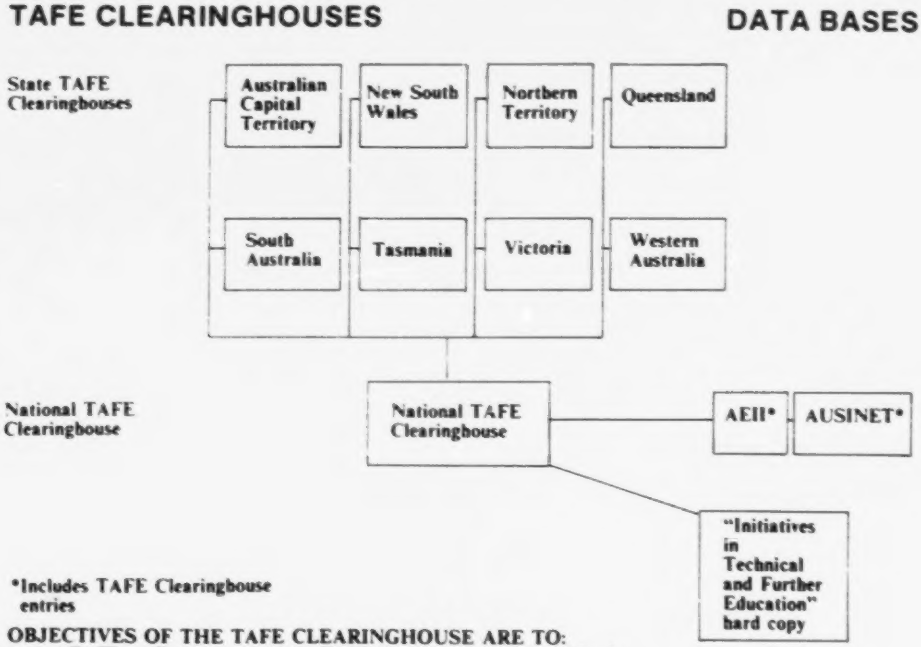
INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES


TAFE CLEARINGHOUSES
DATA BASES
State TAFE Clearinghouses
Australian Capital Territory
New South Wales
Northern Territory
Queensland
South Australia
Tasmania
Victoria
Western Australia
National TAFE Clearinghouse
National TAFE Clearinghouse
AEII*
AUSINET*
"Initiatives in Technical and Further Education" hard copy
*Includes TAFE Clearinghouse entries

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructural materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author, Title and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated **(see Document Request Form opposite)**, or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AEII data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Education Descriptors*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Education Descriptors*, and for new terms, such as names of specific conferences, which have not previously been used. Identifiers may also be allocated from the *Glossary of Terms used in TAFE*. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of Terms used in TAFE

A *Glossary of Terms used in TAFE* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Education Descriptors*.

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse *in the State or Territory in which the document originated.*
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

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AVAILABILITY (as shown in Document Entry)

AUTHOR(S)

TITLE

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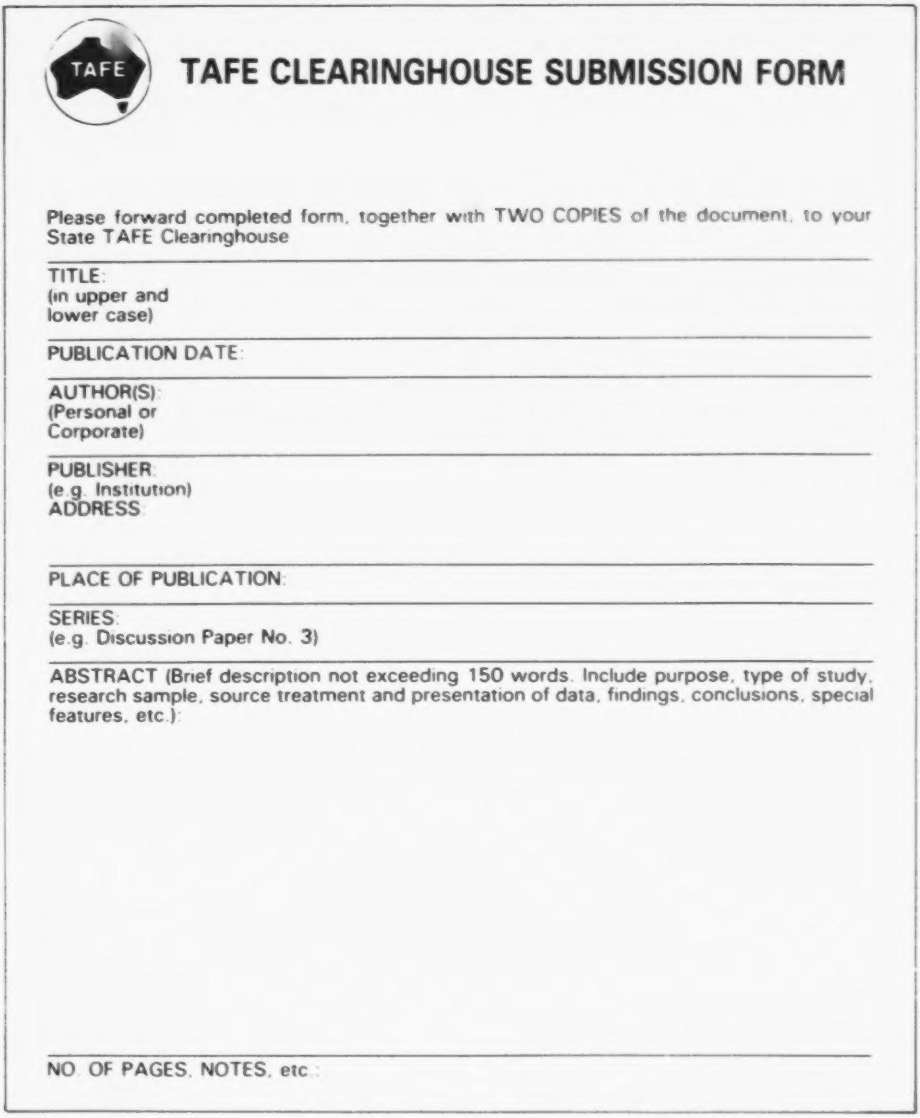
TAFE CLEARINGHOUSE SUBMISSION FORM

You may contribute to the TAFE Clearinghouse System by completing and forwarding this TAFE Clearinghouse Submission Form together with two copies of your document, to your State or Territory TAFE Clearinghouse. Forms may be obtained from State or Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges, or may be photocopied from this photo-reduced sample.



TAFE

TAFE CLEARINGHOUSE SUBMISSION FORM

Please forward completed form, together with TWO COPIES of the document, to your State TAFE Clearinghouse

TITLE:
(in upper and lower case)

PUBLICATION DATE:

AUTHOR(S):
(Personal or Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

CONTACT PERSON:
ADDRESS:

TEL. No.:

No. OF COPIES AVAILABLE TO CLEARINGHOUSE:

COST OF PUBLICATION:	$	(Hard Copy)
(if applicable)	$	(Microfiche)

One of the chief roles of the National TAFE Clearinghouse system is to distribute copies of documents lodged. This requires the author(s), by signing the release below, to give to the Clearinghouse system permission to reproduce the document (usually on microfiche) and to distribute it.

Authors not wishing to grant this permission will become responsible for distribution, and accordingly, requests for copies of the document will be directed to them.

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Queries concerning reproduction and distribution rights may be discussed with your State Clearinghouse Officer.

SAMPLE OF A DOCUMENT ENTRY

TD/NSW 11.5

Butterworth P; Rustomji L
Whither TAFE research? A content analysis of the 'Initiatives in Technical and Further Education' booklets. New South Wales. Sydney: Dept of Technical and Further Education, 1985. 18p. bibliography.
ISBN 0724081062.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Surveys and Evaluative Studies Division. Occasional Paper n. 3)

Descriptors: Clearinghouses; Cluster analysis; Content analysis; Educational research; Surveys; TAFE

Identifiers: Initiatives in Technical and Further Education; National TAFE Clearinghouse

Abstract: This occasional paper seeks to pinpoint the foci of research in the TAFE sector in Australia and to determine by cluster analysis whether TAFE authorities have similar or different patterns of research effort. The paper outlines processes for examining the contents of the 'Initiatives in Technical and Further Education' booklets, separating out those documents which can be regarded as relating to research. The main findings were that the utility of the booklets could be enhanced in a number of ways. Only about 40% of the documents could be classified as 'research' and research efforts concentrated on curriculum and student areas.

EXPLANATION OF TERMS

TD—Stands for "TAFE document"

Accession Number—An identifying document number sequentially assigned by the TAFE Clearinghouse where document is first presented. The first number indicates the issue of Initiatives where document entry appears.

Author(s)

Title

Publisher, date of publication and pagination

Format—Specifies type of copy available:
M-fiche = microfiche,
Hard Copy = paper copy

Availability—This indicates the source, i.e. Clearinghouse, author, or institution, from which the document may be obtained.

Price—Information listed is:
Actual price*,
Available on request,
Free.

Series—Optional extra document information.

Descriptors—These are subject terms which characterise substantive content. They are assigned from the *Australian Thesaurus of Education Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the *Australian Thesaurus of Education Descriptors.* Identifiers are assigned by State and National TAFE Clearinghouses, by AEI, and from the *Glossary of Terms used in TAFE.* The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarises the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

*This is a statement of the cost at date of publication.

DOCUMENT ENTRIES

TD/NSW 13.1

New South Wales. Dept of Technical and Further Education. Board of TAFE Studies
Course accreditation: manual of procedures. Sydney: New South Wales. Dept of Technical and Further education, 1986, 41p., appendices, diagrams.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Accreditation (courses); Course content; Curriculum development; Validated programs

Minor Descriptors: Accrediting authorities; Check lists; Guidelines

Identifiers: Australian Council on Tertiary Awards

Abstract: A working document to provide an understanding of the NSW TAFE course accreditation process. It explains the structures, processes and criteria underlying the classification, accreditation and registration of TAFE courses in NSW.

The manual is intended for use by people involved in the development and submission of course proposals as well as those concerned with the functions of the Board of TAFE Studies and associated Committees involved in course classification, accreditation and registration.

TD/NSW 13.2

Fletcher J
TAFE in the South Western Area of Sydney: a brief overview. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 10p., map, table.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Sydney

Abstract: A draft document to promote discussion of the role of TAFE in the South Western Area of Sydney. It provides profiles on population, transport, labour force, industry, and TAFE colleges within the Area.

There are 7 TAFE colleges in the area. Facilities at Liverpool are under pressure, while there have been rapid developments at Miller and Wetherill Park. Hence a study of the area, including the possibility of the rationalization of TAFE facilities, is vital if TAFE is to maximize the effectiveness of its presence in the future.

TD/NSW 13.3

New South Wales. Dept of Technical and Further Education. Planning Div
TAFE in the Far West Region of New South Wales: a brief review. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 5p., map.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Far West Region (NSW)

Abstract: A draft document to promote discussion of the role of TAFE in the Far West Region of NSW. It provides profiles on population, industry, employment and TAFE services within the Region.

In the Far West Region there is a need to explore the potential of new organizational structures and delivery methods in order to increase educational opportunities.

TD/NSW 13.4

McInerney E
TAFE in the Southern Area of Sydney: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 7p., map, references, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Sydney

Abstract: A draft document to promote discussion of the role of TAFE in the Southern

Area of Sydney. It provides demographic, workforce and industry profiles of the area, and examines the adequacy of TAFE provision at St George and Gymea Colleges.

The review suggests that the proposed new Sutherland College at Loftus and the upgrading of facilities at Gymea and St George will provide new educational opportunities and meet the specific needs of the diverse population living within the Southern Metropolitan Area of Sydney.

TD/NSW 13.5

Sharpe J
TAFE in the Riverina Region of New South Wales: a brief review. Sydney: New South Wales. Dept of Technical and Further education. Planning Div, 1986, 5p., map.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Riverina Region NSW

Abstract: A draft document to promote discussion of the role of TAFE in the Riverina Region. It provides demographic and economic trends, besides trends in demand for TAFE provision, and examines the need for further TAFE resources in the region.

TAFE facilities in the Riverina are considered adequate in terms of quantity. Nevertheless investigations should continue during this triennial period with a view to planning major works at the two main colleges at Wagga Wagga and Albury, in order to meet future demand.

TD/NSW 13.6

Robinson B
TAFE in the Illawarra Region of NSW: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 10p., map.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Illawarra

Abstract: A draft document to promote discussion of the role of TAFE in the Illawarra Region. It provides profiles on population, industry, employment and TAFE within the Region.

The Illawarra Region is experiencing significant social and economic changes. In order for TAFE to effectively accommodate these changes its planning must incorporate a mechanism which is sensitive to demographic, economic and industrial patterns. Furthermore, it must respond to them practically through the rationalization and evaluation of existing facilities and the development of more flexible and multi-purpose work spaces in areas of greatest need.

TD/NSW 13.7

Butterworth P; Grannall R
A guide to project set up, questionnaire design and research ethics. Sydney: New South Wales. Dept of Technical and Further Education. Planning Directorate, 1986, 19p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational research; Research design

Minor Descriptors: Ethics; Questionnaires; Research methodology; Surveys

Abstract: These 3 papers were prepared separately for staff development activities conducted in the Planning Directorate during 1986. They have been assembled into one document to provide a resource to guide staff in research and planning activities. Paper 1 deals with the actual setting up of a research project, planning, aims and objectives, methodology and research techniques. Paper 2 presents notes on questionnaire construction and Paper 3 addresses ethics in educational research.

TD/NSW 13.8

Fitzallen L
TAFE in the Northern Area of Sydney: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 28p., appendices, figures, maps, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Sydney

Abstract: A draft document to promote discussion of the role of TAFE in the Northern Area of Sydney. It provides profiles of the population, workforce, economy and TAFE in the Area.

In recent years there has been a sustained level of development in commerce and industry in the Area. In general, the commercial sector and "higher technology" activities have experienced most growth, both reflecting and influencing the patterns of worker-occupation distribution in the Area. The future for TAFE in the Area is linked to these structural developments.

TD/NSW 13.9

Kerr I
TAFE in the Hunter Region of New South Wales: a brief review. Sydney: New South Wales. Dept of Technical and Further Education, Planning Div, 1986, 18p., maps, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Hunter Region (NSW)

Abstract: A review of the Hunter Region's demographic, industrial and employment trends, and an assessment of demand for TAFE programs and the adequacy of provision of teaching facilities.

Demand for TAFE in the Hunter will continue to increase significantly and consideration should be given to the establishment of new colleges at Nelson Bay, Toronto and perhaps Scone. There is also a general need to upgrade student and college service facilities.

TD/NSW 13.10

Joseph K
TAFE in the Central West Region of New South Wales: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 11p., map, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Central West Region NSW

Abstract: A draft document to promote discussion of the role of TAFE in the Central West Region of NSW. It provides profiles on the population, industry, employment and TAFE within the Region.

The general population increase in the urban areas, coupled with technological change has increased the need for employment training in business and administration, and computing skills areas. Overall, after the construction of Stage 4 at Orange, and proposed minor works, the types of facilities available in the Region should match projected need and demand.

TD/NSW 13.11

Montague A
TAFE in the Inner Western Sydney Area of New South Wales: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 6p., maps, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Sydney

Abstract: A draft document to promote discussion of the role of TAFE in the Inner Western Sydney Area. It provides profiles on the population, workforce, industry and TAFE in the Area.

There are 2 TAFE colleges in the Inner West, at Petersham and Strathfield. The projects planned for Petersham deserve high priority as the College has one of the highest rates of unmet demand in NSW. The Wentworth Road site at Strathfield needs to be totally redeveloped.

TD/NSW 13.12

Butterworth P
TAFE in the Central Coast Area of New South Wales. a brief review. Sydney: New South Wales. Dept of Technical and Further Edu-

cation. Planning Div, 1986, 8p., maps, references.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Central Coast (NSW)

Abstract: A draft document to promote discussion of the role of TAFE in the Central Coast Area of NSW. It provides profiles on the population, workforce, industry and TAFE in the Area.

Future planning by the Department concerning the Central Coast should seriously address the needs of the tertiary sector as there is already need for child care courses; a wider range of business and administrative courses; and courses connected with unemployed youth and the aged. It would be difficult to justify the continuing development of trades and trades-related courses in the Area and any present plans should be reevaluated.

TD/NSW 13.13

Horlyck J

TAFE in the Orana Region of New South Wales: a brief review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 10p., map, references, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: Orana Region (NSW)

Abstract: A draft document to promote discussion of the role of TAFE in the Orana Region of NSW. It provides profiles on the economy, population and TAFE in the Region.

The substantial problems of distance and isolation in the Orana Region mean access to a range of TAFE education is extremely difficult, if not impossible. Although the development of the College of External Studies will help, TAFE will need to further examine the feasibility of providing mobile learning centres.

TD/NSW 13.14

Fitzallen L

TAFE in the New England Region of New South Wales: a preliminary review. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1986, 33p., figures, maps, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Educational facilities; Labour market; Profiles

Identifiers: New England Region (NSW)

Abstract: A draft document to promote discussion of the role of TAFE in the New England Region. It provides profiles on the population, labour force, economy, education and TAFE within the Region.

The New England Region is typical of other inland regions in facing economic change and uneven patterns of growth. A range of strategies are suggested with the aim of increasing the use of the Region's existing TAFE facilities and of ensuring that future facilities are planned with a regional context in mind.

TD/NSW 13.15

New South Wales. Dept of Technical and Further Education. Educational Resources Div. Australian Traineeship Curriculum Coordination Office

Office operations traineeship toolbox. Sydney: New South Wales. Dept of Technical and Further Education, 1986?, 2 vols., (v. 1 - [566p.]; v. 2 - [184p.,]), appendices, diagrams, illustrations.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Office occupations education; Trainees; Youth employment

Minor Descriptors: Business communication; Career development; Data processing; Learning modules; Research skills; Teaching guides

Identifiers: Australian Traineeship System; Traineeships

Abstract: The toolbox contains the tools required to teach the traineeship course in office operations. For each subject there is a training plan, including student activities, and appropriate learning resources with accompanying teacher's guides where applicable.

The toolbox follows the syllabus on a unit by unit basis. Appendices which contain relevant information for the teacher are included. Selected audio-visual materials are recommended for some activities.

TD/NSW 13.16

New South Wales. Dept of Technical and Further Education. Women's Co-ordination Unit
Working from home with computers: opportunities or exploitation. Sydney: New South Wales. Dept of Technical and Further Education, 1986?, 23p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Women, science and technology seminars.)

Major Descriptors: Data processing occupations; Employed women; Employment opportunities

Minor Descriptors: Technological change; Work environment

Abstract: The publication contains six papers condensed from a staff development activity run by the TAFE Women's Co-ordination Unit. The papers aim to provide current information on the nature and extent of computer outwork; analyse the issues and problems involved in this area of work; evaluate whether computer outwork constitutes an opportunity for women to work from home, or an exploitation of their labour; and provide a basis for the development of strategies aimed at improving the teaching of computer skills and their application to outwork.

TD/NSW 13.17

New South Wales. Dept of Technical and Further Education. Information Services Div
Access . . . accreditation . . . awards . . . articulation . . . a key role for TAFE. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 24p., diagrams, illustrations. (Published as a special edition of the TAFE NSW Newsletter.)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Academic awards; Accreditation (courses); Validated programs

Minor Descriptors: Accrediting authorities; Educational change; Educational cooperation; Guidelines; Recurrent education

Identifiers: Australian Council on Tertiary Awards; New South Wales. Dept of Technical and Further Education. Board of TAFE Studies

Abstract: A special edition of TAFE NSW Newsletter focusing on the new national accreditation initiatives, particularly with regard to NSW. It contains extracts of the Director-General's speech to the Illawarra District Council and College Committees in May 1986, a history of technical education awards in NSW, plus information on: the Australian Council on Tertiary Awards; new accreditation procedures for NSW TAFE; course stream classification and nomenclature; and articulation of courses between TAFE and other sectors of education.

TD/NSW 13.18

New South Wales. Dept of Technical and Further Education. Board of TAFE Studies
Guidelines to assist in the presentation of course submissions to the Board of TAFE Studies. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 12p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Accreditation (courses); Course descriptions

Minor Descriptors: Guidelines

Abstract: Guidelines issued by the Board of TAFE Studies to assist in the presentation of submissions for the approval, accreditation, and withdrawal of courses.

TD/NSW 13.19

Hick W
A comparison of subjective and objective practical assessment techniques for the Bricklaying Trade Course. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 64p., appendices, bibliography, figures, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Bricklaying; Performance tests

Minor Descriptors: Comparative analysis; Informal assessment; Standardised tests

Abstract: This study compares two methods of practical assessment over a series of five identically designed projects, using a representative sample of bricklaying teachers from various colleges. The sixteen bricklaying teachers taking part assessed the projects firstly using their own individual assessment methods, then secondly using a very detailed marking scale containing a high degree of objectivity. The results were collected, collated and interpreted.

TD/NSW 13.20

Alexander D; Heller R
An investigation into the needs and demands of the printing industry for a computer based management course. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 173p., appendices, bibliography, figures, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Computer science education; Printing

Minor Descriptors: Course content; Educational demand; Educational needs; Surveys

Abstract: This study investigates the needs and demands for a computer based management course tailored for the printing industry. It also sought to determine course content and accessibility. Information was gathered by a questionnaire mailed to fifty companies within the printing industry along with two student surveys conducted at the School of Graphic Arts, Sydney Technical College. Interviews with printing industry organisations were also conducted as well as a personal interview with the Head of School, Graphic Arts.

TD/NSW 13.21

Wheeler E
Evaluation of an office experience programme at Orange College of TAFE. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 81p., appendices, bibliography, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Office occupations education; Work experience

Minor Descriptors: Interviews; Program evaluation; Questionnaires

Identifiers: Orange College of TAFE

Abstract: The report aims to ascertain the effectiveness of the Office Experience Programme conducted as part of the Secretarial Studies Certificate Course by obtaining the opinions of ex-1985 students through a questionnaire and structured interviews. Its recommendations are that Secretarial Studies courses be continually re-assessed to meet the changing needs of prospective employees and employers, and that continued emphasis be placed on core subjects. The effects of technological change on course content and methods of teaching should be closely monitored also, and equipment upgraded. The duration of office experience should be re-assessed and a more comprehensive questionnaire should be developed.

TD/NSW 13.22

Wright R
A survey of the need and demand for short courses in areas related to survey drafting. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 105p., appendices, bibliography, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Cartography; Computer graphics; Computers; Drafting

Minor Descriptors: Attendance patterns; Educational demand; Educational needs; Surveys

Identifiers: Survey drafting

Abstract: An investigation into the future need and demand for short courses in areas related to survey drafting. Data was collected from interviews and questionnaires seeking information on existing short courses and ten new short course 'proposals'. Information was also sought regarding the attendance pattern most favoured for short courses. A number of recommendations, based on the information obtained, are made to the Head of School, Civil Engineering, Sydney Technical College.

TD/NSW 13.23

Mellington B

A study of the educational needs of mature aged unemployed in the Newcastle District. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 68p., appendices, bibliography, figures, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Adult education; Nontraditional students; Unemployment

Minor Descriptors: Access to education; Educational needs; Interviews

Identifiers: Newcastle

Abstract: The report attempts to establish whether the current provision of courses for mature aged unemployed in the Newcastle District is adequate and appropriate; to seek suggestions for future provision; and to identify any barriers to course attendance. A purposive sample of seven organisations, all of whom had direct involvement with mature aged unemployed in Newcastle, was selected and personal interviews were conducted with representatives from these organisations. Implications relevant to TAFE involvement are made at the conclusion of the report.

TD/NSW 13.24

Harvey M

New South Wales College of TAFE Committees: an evaluation of their role. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 112p., appendices, bibliography, figures, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Advisory committees; College business relationship; School community relationship; TAFE colleges

Minor Descriptors: Evaluation; Questionnaires

Identifiers: TAFE College Committees

Abstract: The report evaluates the role of NSW TAFE College Committees, how representative they are of their community's needs and the need for NSW TAFE to extend its developmental programs for College Committees in order to familiarise them with the Department's policies, procedures and practices. Members of Committees, from a twenty per cent random sample of colleges, were surveyed by questionnaire. The sample reflected the proportionate number of colleges of each grade within NSW. The research indicated a need for TAFE to increase its commitment to community participation, review the criteria for membership and encourage fuller utilisation of its Committees.

TD/NSW 13.25

Sinclair R

Role and effectiveness of Mt Druitt Technical College Occupational Health and Safety Committee. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 73p., appendices, bibliography, figures, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Advisory committees; Occupational safety and health; Safety; Work environment

Identifiers: Mt Druitt Technical College; Occupational Health and Safety Committees

Abstract: The report primarily sought to determine staff attitudes at Mt Druitt Technical College to Safety Committee operating procedures; safety education and training; accident reporting and investigation; and maintenance of a healthy and safe work environment. Information was also gathered concerning staff knowledge of the provisions of the Occupational Health and Safety Act, 1983, and staff awareness of the legal obligations and responsibilities. The method of data collection was by questionnaire administered to all full-time staff at the college. A total of 100 questionnaires were completed by respondents and the results analysed.

TD/NSW 13.26

Holmes T

Evaluation of computer quoting in the automotive body repair industry of NSW. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 47p., appendices, bibliography, tables. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (Technical).)

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Business skills; Computer programs; Cost estimates; Motor vehicles

Minor Descriptors: Action research; Evaluation; Selection

Identifiers: Panelbeating

Abstract: The study was undertaken to inform panelbeating apprentices and qualified tradespeople about the concept of computer quoting. It also evaluated the current computer systems which are available to the industry and determined which would be appropriate for Sydney Technical College to install to allow the development of a short course to service industry. The author used an action research approach, consisting of three methods: observation interview, work participation and individual interview.

TD/NT 13.1

Northern Territory. Dept of Education
The Northern Territory Submission to the Technical and Further Education Council of the Commonwealth Tertiary Education Commission in respect of the 1988-90 triennium. Darwin: Northern Territory. Dept of Education, 1986, 112p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational development; Educational environment; Educational needs; Educational planning; Educational trends

Minor Descriptors: Enrolment; Financial support

Abstract: This document, prepared for submission to the TAFE Council of the Commonwealth Tertiary Education Commission, represents the current forward plans and intentions of the Northern Territory in respect of the TAFE Sector of post-school education and training for the years 1988-90. Such factors as population growth, physical features, communications, projections of student numbers, anticipated community needs and industry are examined in relation to TAFE needs and services. The report then continues on to examine TAFE programmes in relation to funding levels.

TD/NT 13.2

Cutts H M
Management information systems for TAFE in the Northern Territory. Darwin: Northern Territory. Dept of Education, 1982, 28p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational facilities planning; Educational needs; Enrolment; Information systems; Management information systems

Abstract: The Director of TAFE in the Northern Territory Department of Education requested assistance from the South Australian Department of TAFE, in the form of a consultant to address the issue of information systems for TAFE planning and policy formation in the Northern Territory. This report specifically addresses the means of determining student enrolment data, and recommendations, including a general system specification, are made.

TD/QLD 13.1

Pyle N T
Principalship in colleges offering non-advanced further education in the Northwest of England and technical and further education in Queensland: an illuminative study. Lancaster England: University of Lancaster. Dept of Educational Research, 1986, 320p., appendices, bibliography. (Unpublished doctoral thesis.)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Adult education; College administration; Principals; Role perception; TAFE

Minor Descriptors: Questionnaires

Identifiers: England; Queensland

Abstract: The study was comparative between educational systems offering non-advanced further education in England and Queensland. Initially, field-work took the form of questionnaires seeking base-line information on principalship in England and Wales, and in Queensland. The study established basic data on the work and perceptions of principalship, as seen by principals and senior officers in LEAs/Head offices in the two systems training and evaluation. Training was seen as a prerequisite and continuing requirement for principals, desirably both by development programs and by "under-studying' a competent principal prior to appointment as principal; criteria were determined for selection, based on opinions expressed by principals, and by senior officers in LEAs.

A later major study sought information on the importances of 90 activities through a questionnaire addressed to samples of principals and their close associates in 16 colleges in the North West of England and 23 colleges in Queensland. The activities for the latter questionnaires were derived from preliminary interviews with the principals in the samples. This research found a close harmony between the averaged views of principals and their close associates within each sample and between the samples, by class, by college, and overall. Thirteen universally-prime activities; two activities of the least importance were found; and desirable behaviours were determined for these activities.

TD/QLD 13.2

Funnell R J

An investigation into the use and implementation of computer assisted learning in Queensland TAFE Colleges. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, 28p., bibliography, glossary of terms.
!SBN 0724223118.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Series: (Research Report)

Major Descriptors: Computer assisted teaching; Computer programs; TAFE colleges

Minor Descriptors: Computer managed learning

Identifiers: Queensland

Abstract: This research reviews existing teaching programmes within the Division of TAFE to determine the extent to which computer assisted learning might be incorporated in the preparation and management of educational programmes. The study was undertaken in two phases, with a survey of all Queensland TAFE colleges being followed up by interviews of staff in selected colleges. It sought to: establish the present level of use of Computer Assisted Learning (CAL) and Computer Managed Learning (CML) in Queensland TAFE colleges; identify situations where CAL and CML might be beneficial; suggest possible procedures for software development, preferably by teachers. The study found that the majority of colleges are currently making only minimal use of computers for CAL and CML and identified several factors which hinder the implementation of such programmes. In conclusion a number of recommendations regarding hardware selection, location and timetabling; software identification; selection; acquisition and development; curriculum design and implementation; and staff development and training are made.

TD/QLD 13.3

Funnell R G

Assembly line to landscaping: a case study of a landscape construction course for retrenched car manufacturing workers. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, 39p.
ISBN 07242117177.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Series: (Evaluation report)

Major Descriptors: Landscaping; Production technicians; Retraining; TAFE

Minor Descriptors: Assembly (Manufacturing); Retrenchment

Identifiers: Grovely TAFE Centre; Labour Adjustment Training Arrangement

Abstract: Some 700 employees at the General Motors Holden (GMH) plant at Acacia Ridge, Brisbane, had their employment with the company terminated in October 1984. The Federal Government and the company endeavoured to ensure that adequate retraining would be available for all workers. One retraining program was in Basic Landscape Construction and was funded under the Government's Labour Adjustment Training Arrangement (LATA).

In June 1985, fourteen men enrolled in the course, which was offered at the Grovely TAFE Centre. They ranged in age from 22 to 54 years. Most had been long-term employees and had been associated with assembly line work in areas such as welding, spraypainting, assembly, quality control and supervision.

The broad aims of the evaluation were to determine the benefits the students had gained from the course, and to learn from the Grovely experience something about how such courses might be adapted to the processes of retraining. Teachers and students were interviewed to ascertain their attitudes and responses to the course's structure, content and implementation. Overall, participation in the course appeared to improve student skills, motivation and self concept. Criticisms of the syllabus and its implementation and other perceived problems are addressed in the report's recommendations.

TD/QLD 13.4

Migrant education services in Queensland TAFE: an overview. Brisbane: Queensland. Div of Technical and Further Education. Operations Branch, 1986, 15p., appendix.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: English (Second language); Migrant adult education; Non English speaking; TAFE

Minor Descriptors: Multicultural education

Identifiers: Queensland

Abstract: As part of its commitment to education for a multicultural society, Queensland TAFE seeks to provide for the needs of aborigines, islanders and migrants. The focus of this report is the Division's provision for adult migrants from non-English speaking backgrounds (NESB). Details of the following aspects of provision for adult migrant learners from NESB are given: the design, structure and content of a variety of courses tailored for or applicable to the needs of adult migrant learners; the structure and content of relevant parts of the TAFE beginning teacher programme and of inservice training courses for TAFE teachers; and the selection and provision of ESL and other staff. Principles and strategies for the future development and programmes and services for adult migrant learners are then discussed in terms of the characteristics and needs of these students and the philosophical assumptions underlying and objectives of the provision of educational services to this group.

TD/QLD 13.5

Bramley J

An investigation into the training and placement of visually impaired persons: a report for Yeronga College of Technical and Further Education. Visually Impaired Vocational Assistance Unit (VIVA). Brisbane: Fred and Eleanor Schonell Educational Research Centre, 1985, 116p., references and appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Educational opportunities; Employment opportunities; Placement; Services; Training; Visual impairments

Minor Descriptors: Disabilities; Technological change

Identifiers: Brisbane; Yeronga College of TAFE. Visually Impaired Vocational Assistance Unit

Abstract: This report examines the role of one College of TAFE catering for the educational needs of one specific group of disabled people, the visually impaired. Personnel of the Yeronga College of TAFE have been developing programs and curricula for visually impaired students since assuming responsibility in 1983 for a special unit designed to prepare visually impaired adults in the areas of vocational skills and independent living. With several changes in program location presently being negotiated, the College considered that the time was appropriate to examine the existing programs, to assess the nature and numbers of visually impaired adults in the city of Brisbane, and to consider the future direction of the Visually Impaired Vocational Assistance Unit (VIVA). The Fred and Eleanor Schonell Educational Research Centre was commissioned to undertake a study, with funding from the Commonwealth Participation and Equity Program. The study poses five major questions: (1) Who comprises the visually impaired population in Brisbane? (2) What services are currently available to this population? (3) What types of educational and training opportunities are available to visually impaired people elsewhere in Australia and overseas? (4) What kind of employment opportunities presently exist for visually impaired people? (5) What impact has new technology had in the education and employment opportunities of visually impaired people? These questions are addressed in the first five chapters of the report. In the context of the information presented, the final chapter of the report presents a synthesis and a series of recommendations for the possible future development of the VIVA unit.

TD/QLD 13.6

Knobel T

Alternative energy/power generation and systems: feasibility report. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1985, 14p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Conservation education; Core curriculum; Energy conservation; Power technology

Minor Descriptors: Feasibility studies; Modular courses

Identifiers: Alternative energy; Australian National Core Curriculum (Application of Renewable Energy Technologies) Project; Renewable energy

Abstract: This feasibility report was prepared following a submission from the Queensland Division of TAFE to the Curriculum Projects Steering Group (CPSG) for a National Curriculum Project in the area of alternative energy/power generation and systems. After arguing that the demand for courses in this area justifies such a project, the report examines a number of factors relevant to the project, including industry structure and standards, major issues influencing the development of the project, the client group for courses, occupational skill areas necessary to the industry, major study areas identified for immediate curriculum development and existing curriculum documentation. Finally a number of specific findings and recommendations are detailed. It is recommended that as a matter of priority, a national TAFE task force be established to facilitate the development of a range of learning modules to meet the current and emerging needs of the renewable energy industries.

TD/QLD 13.7

Knobel T; Iles B

Application of renewable energy technologies: TAFE national curriculum project. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, 131p., references + attachments (1. Glossary of terms: 41p., 2. Suggested reference material: 14p., 3. Resource list of government departments and industries involved in renewable energy: 20p.).

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Conservation education; Core curriculum; Energy conservation; Power technology

Minor Descriptors: Bibliographies; Course descriptions; Glossaries; Modular courses

Identifiers: Alternative energy; Renewable energy

Abstract: This syllabus was developed in 1986 by the TAFE National Core Curriculum Task Force for Application of Renewable Energy Technologies. The National Curriculum Project was accepted by the Australian Conference of TAFE Directors and the Commonwealth Tertiary Education Commission (CTEC) in late 1985 and the Task Force was established soon afterward, with Queensland TAFE having the responsibility for project management. A national approach was adopted in response to perceived industry needs for an adequate and uniform standard of training which would facilitate transferability of credit for studies undertaken and portability of qualifications and hence job mobility and in order to minimise the duplication of effort in curriculum design on the part of training bodies. The modular course structure seeks to maximise compatibility with other courses and responsiveness to the needs of clientele (industry and students). Separate attachments to the syllabus comprise a glossary of terms, a list of suggested reference material and a resource list of government departments and industries involved in renewable energy.

TD/QLD 13.8

Parker K; Newell S; Mountney P

Summary of Kirby Report and its educational implications. Brisbane: Queensland. Div of Technical and Further Education, 1985, 20p., glossary of terms and acronyms.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Educational alternatives; Labour market; Training; Youth employment

Minor Descriptors: Access to education; Apprenticeships; Disadvantaged; Training methods

Identifiers: Committee of Inquiry into Labour Market Programs; Education 2000 (1985); Kirby Report (1985); Queensland; Traineeships

Abstract: After summarising the Inquiry's terms of reference and the Report's findings, this paper briefly considers the implications of the Kirby Report for the Queensland educational system and TAFE in particular. A special consideration is the Report's compatibility or otherwise with another report, "Education 2000: issues and options for the future of education in Queensland', published in the same year (1985). Among the major issues examined from an educational perspective in this paper are: educational and policy issues relating to areas such as traineeships, trade training, adult training and retraining; allowances and other financial arrangements; access and disadvantage; relationships between educational and other agencies.

TD/QLD 13.9

Implementation strategies for the Access Course for Women: seminar report . . .. Brisbane: Queensland. Div of Technical and Further Education. Operations Branch, 1986, 94p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Course organisation; Non traditional occupations; TAFE; Womens education

Minor Descriptors: Affirmative action; Trade courses

Identifiers: Queensland; Queensland. Div of Technical and Further Education. Professional Development Section

Abstract: In November 1985, a proposal incorporating 72 places in CN B25, Access Course for women, was submitted by the Queensland Division of TAFE to the Commonwealth Department of Employment and Industrial Relations. This proposal sought to improve the participation of women in non-traditional trades education by offering courses in a number of locations and by making a concerted effort to attract more women into the courses and to retain them for the duration of the course.

As part of this effort, on 14-17 July 1986 the Division of TAFE conducted a 4 day seminar for three colleges where the Access Course for Women (CN B25) was to be implemented.

The seminar was essentially a staff development exercise which had the following aims: (1) to develop in the participants a strong commitment to market the course to the best of their ability and to ensure its success in the college by implementing staff development activities and ensuring a supportive environment; (2) to assist the participants to develop an action plan for implementation to include strategies for publicity, staff development, and student support. (3) to encourage participants to examine their attitudes towards women in non-traditional areas and be conscious of the ways these attitudes affect the success of the course in their college.

This report summarizes the outcomes of the seminar.

TD/QLD 13.10

Australian National Core Curriculum (Secretarial Studies) Project. Task Force
The national curriculum document for secretarial and administrative studies, level 1: a TAFE national core curriculum project. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1985, 77p., appendices, index.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Core curriculum; Office occupations education

Minor Descriptors: Competency based education; Course descriptions; Curriculum development; Glossaries; Occupational mobility; Transfer policy

Abstract: This syllabus was developed by the TAFE National Core Curriculum Task Force for Secretarial Studies during 1984/85. The Task Force was established in 1983 by the Australian Conference of TAFE Directors in response to perceived needs to minimise duplication of the effort of curriculum design, to facilitate transferability of credit for studies undertaken and to ensure portability of qualifications and hence job mobility. In addition to outlining objectives and suggested content for the various course areas, this course's relationship to existing courses, standards certification, implementation guidelines and evaluation are addressed in the syllabus. A glossary of terms, a checklist for exemptions, a recommended statement of achievement format and a number of production typing examples are appended.

TD/QLD 13.11

Australian National Core Curriculum (Metal Fabrication) Project. Task Force
TAFE National Core Syllabus in metal fabrication. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1983, 65p. + appendices, (1. Print and electronic media resources: 190p., 2. Equipment requirements: 3p., 3. Assessment strategies: 9p.).

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Core curriculum; Metal trades

Minor Descriptors: Bibliographies; Competency based education; Course descriptions; Curriculum development; Occupational mobility; Trade courses; Transfer policy

Abstract: This syllabus was developed by the TAFE National Core Curriculum Task Force for Metal Fabrication in consultation with individuals and organisations having state, territory or national interests and/or experience in the training of students in metal fabrication. The Task Force was established in 1982 by the Australian Conference of TAFE Directors in response to perceived needs to minimise duplication of the effort of curriculum design, to facilitate transferability of credit for studies undertaken and to ensure portability of qualifications and hence job mobility. Separate appendices to the syllabus list print and electronic media resources to support the course, equipment requirements and suggested assessment strategies.

TD/QLD 13.12

Report on PEP co-ordinators' conference conducted by the Division of Technical and Further Education at Kooralbyn Valley on 18-23 November 1984. Brisbane: Queensland. Div of Technical and Further Education, 1984, 116p., tables.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Educational alternatives; Educationally disadvantaged; TAFE

Minor Descriptors: Secondary schools

Identifiers: Participation and Equity Program; Queensland

Abstract: On 18-23 November 1984 the Division of TAFE conducted a five day conference for people at the 2IC level in TAFE colleges who have been nominated by the Director of TAFE as the officers responsible for the Participation and Equity Program in each College.

The Conference was essentially a Staff Development exercise with the following aims: (1) providing necessary information about ongoing developments in PEP; (2) clarifying the role of "the officer responsible for PEP"; and (3) developing the skills necessary to carry out the duties entailed. As well as the twenty-three TAFE College participants, two Secondary Regional Inspectors, two Secondary Regional PEP consultants and five Inspectors of TAFE Colleges participated in the Conference. Three interstate personnel also attended one each from NSW, SA and ACT. Their involvement was invaluable in terms of providing different approaches/perspectives and leading sessions during the Conference. Among the topics discussed were: evaluation, accreditation and credentialling, needs of target groups, staff development needs, concerns of secondary educators, student support services, stress management, CES/DEIR roles, funding and budgeting, equality of opportunity, and the role of the PEP co-ordinator. Many of these topics are only considered briefly in the report.

TD/QLD 13.13

Queensland. Div of Technical and Further Education

A proposal for post-school education at Hervey Bay. Brisbane, 1984, 35p., tables, map.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Continuing education; Postsecondary education; Secondary colleges; Vocational education

Minor Descriptors: Community size; Educational alternatives; Educational facilities design; Educational needs

Identifiers: Hervey Bay Senior College; Queensland

Abstract: This paper represents a contribution to the development of a new approach to the delivery of post-compulsory education in Queensland. In it a new type of college is proposed that will provide educational services for students who would remain presently in the school years 11 and 12, in addition to the usual TAFE offerings for post-school students. The first college of this type is proposed for construction at Hervey Bay near Maryborough. The new generation of Senior Colleges will offer programmes in post-school continuing education, post-school recurrent vocational education, and post-school recurrent recreational education. Because of the flexibility inherent in such colleges, students will be able to select individual courses from different programmes in order to satisfy both immediate and long-term needs. In particular, it will be possible to make choices from several subjects related to personal development, so that school leavers and older people will be able to develop greater personal competencies in learning, living and working situations. The Hervey Bay area has been selected as suitable for the construction of the first college, to serve as a blueprint for other Queensland communities. The proposed facilities will enable a range of courses including pre-employment, prevocational retraining, service, preparatory and recreational programmes to be offered to a local community. Following an introductory discussion of the senior college concept the functional structure of the proposed new college is outlined. Potential student numbers and accompanying utilisation of education resources are analysed to assist in assessing requirements for such an institution. Solutions are offered to the problems of staffing and recurrent funding, together with an educational brief for facility design and construction.

TD/QLD 13.14

Smith F

Evaluation of school to work transition programs conducted at the Gold Coast College of

TAFE in 1983. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1984, 52p., tables, bibliography, appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: School to work transition; TAFE; Transition education; Transition programs

Minor Descriptors: Program evaluation; Questionnaires; Student financial aid

Identifiers: Gold Coast College of TAFE; Participation and Equity Program

Abstract: In 1983 two pre-apprenticeship courses, five pre-vocational courses, ten pre-employment courses and three access courses received Commonwealth transition funding under its School to Work Transition Program in one or more TAFE colleges in Queensland and are thus considered to be transition courses for the purpose of this report. Seven of these courses were offered at the Gold Coast College of TAFE, where this evaluation study was undertaken. The project was completed in two phases. The first examined the responses of students in transition courses to a questionnaire administered at the beginning of each course. The aim of this first phase was to gain information about the type of students who had gained access to these courses and their motives for applying for admission. This information was intended to assist in assessing the need for changes in student selection criteria and procedures, eligibility for and levels of transition allowance paid to students, type of courses offered, mode of course offering, venues and staffing requirements and processes of course development and implementation. On the basis of the findings in the first phase, it was decided in the second phase to examine as case studies the two courses which were entirely Commonwealth funded and had the highest proportion of students receiving the transition allowance, Pre-employment Restaurant Practices (CN 021) and Skills for Living and Working (CN 050). Information about courses was obtained from the observation of an interaction with students and staff in the classroom and in practical situations. Students' perceptions were obtained by means of questionnaires, while teachers were interviewed individually to obtain their views. A number of conclusions, including areas for which changes are suggested, are drawn and the implications of the proposed replacement of the School to Work Transition Program with the Participation and Equity Program (PEP) are considered briefly.

TD/QLD 13.15

A policy for building design. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1984, 15p., appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; Educational facilities planning; TAFE colleges

Minor Descriptors: Educational policy; Flexible facilities; Space utilisation

Abstract: This paper outlines the policies necessary for effective and efficient planning, briefing, designing and construction of capital works projects for Colleges of TAFE. As well as outlining policy, the paper addresses selected practices which are deemed to have particular value at critical stages, and specific constraints which significantly affect the processes from planning to construction. The need for and preparation of justification documents and external factors such as funding (State and Commonwealth) and legislative requirements which influence planning are discussed before planning policies and procedures are detailed. Attachment A identifies legislation affecting the design of TAFE buildings in Queensland.

TD/QLD 13.16

Egan D; Spring E

Review of the DAA Queensland Region S96 Training Function Program: report of the joint DAA/TAFE review team. Brisbane: Queensland. Div of Technical and Further Education. Operations Branch. Aboriginal and Islander Services Section, 1983, 24p., appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Outreach programs; State federal aid; TAFE; Training

Minor Descriptors: Aboriginal students; Aboriginal teachers; Extension education; Participation; Questionnaires

Identifiers: Aboriginal and Islander Further Education (AIFE); Queensland; Australia. Dept of Aboriginal Affairs

Abstract: From 1978/79 the Commonwealth Department of Aboriginal Affairs, Queensland Region directed S96 grants to the Queensland Division of TAFE as a contri-

bution towards the provision of special technical and further education and training services for Aboriginals and Islanders, known as the Aboriginal and Islander Further Education (AIFE) program. DAA's S96 funding has been complemented by allocations to TAFE for similar purposes by the Commonwealth Department of Education (CDE) and the Department of Employment and Industrial Relations (DEIR). By agreement with the Division, DAA's contribution has been preferentially directed to the on-going employment and support costs of six Aboriginal Field Officers (AFOs) who are attached to TAFE colleges and who visit communities to assess needs and assist in the development and conduct of training courses and to meeting associated extension services infrastructural costs. Objectives of this review were to assess the effectiveness of DAA's financial contribution to TAFE's AIFE program in providing improved self-management skills and vocational training for Aboriginals and Islanders throughout Queensland, to assess the usefulness of the AFO training program partially supported by S96 grants, and to determine whether the objectives of existing programs could better be achieved by alternative means. A number of recommendations for future action are made in the course of the report.

TD/QLD 13.17

Queensland. Div of Technical and Further Education
Aussat trial: proposed TAFE projects, 31st January 1986 - 30th June 1987. Brisbane, 1985, 24p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Queensland

Abstract: This document outlines a number of projects utilising the Australian domestic satellite (AUSSAT) proposed in May 1985 for the period 31 January 1986 to 30 June 1986 by the Queensland Division of TAFE. Among the projects proposed are interactive video/audio tutorial support for TAFE college students located throughout the state, one-way video/audio dissemination of information to TAFE staff from head office, partial or delayed interactive video/audio seminars and other staff development activities, and provision of a FAXAT (facsimile/audio teleconferencing) network to facilitate education of isolated students and information exchange between colleges. Staffing and equipment needs for these projects, together with suggested trial locations and implementation time frames are detailed.

TD/QLD 13.18

Phillips K
Evaluation of CN C97 Fellowship Certificate in Fashion Design, CN C98 Fellowship Certificate in Patternmaking/Grading: interim report. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1985, 65p., tables, appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Clothing design; Fashion industry; Patternmaking; TAFE; Vocational education

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Identifiers: Mt Gravatt College of TAFE

Abstract: Courses leading to the Fellowship Certificate in Fashion Design CN C97 and the Fellowship Certificate in Patternmaking/Grading CN C98 were offered in 1985 as a result of the amalgamation of the Certificate in Dress Design CN 505 and the certificate in Fashion Studies CN 695 courses. One of the major objectives was to make both design and production skills available to students while maximising the use of staff and facilities. The aims of the ongoing evaluation of these courses are to examine the implementation of the courses and to consider possible improvements which may be made. This interim report describes the first step in that process. The findings of the report relate to student background, student views of the courses, teacher views of the courses and suggestions for improvement. Teacher and student perceptions were determined by means of questionnaires and interviews. Other sources of information include the students' scores on the standardised tests administered to all new students, the interview records prepared by the teaching staff at Mount Gravatt College of TAFE (where the courses were trialled), and the students' first semester examination results. Students and teachers agreed with the researcher that the two courses should be combined, renamed Fellowship Certificate in Fashion or Associate diploma in Fashion, and offered over a period of 6 semesters. These changes would reduce the stress and workload for students and better satisfy their needs for a broadly based course.

TD/QLD 13.19

Coughlan H K

A decade of TAFE: a national perspective of TAFE, 1974-1984. Brisbane: Queensland. Div of Technical and Further Education. Promotions and Investigations Branch, 1984, 13p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Series: (Occasional paper no.7)

Major Descriptors: Development; History; Needs; Objectives; TAFE

Identifiers: Kangan Report (1974); Kangan M

Abstract: This paper was presented by the retiring chairman of the Tertiary Education Commission at a TAFE staff development function, Brisbane, 8 May 1984. In his paper Mr Coughlan briefly traces the history of TAFE pre-1974 before focussing on the developments of 1974-84 in more detail. After summarising the position of TAFE in Australia in 1984, he briefly considers future needs before responding to questions. The text of a short address by the chairman of the Australian Committee on Technical and Further Education, Myer Kangan, is also included.

TD/QLD 13.20

Zimmerman J

Directory of adult basic education programs in Queensland (including adult literacy/numeracy programs, adult migrant education services, advanced English language programs for migrants). Brisbane: Queensland. Div of Technical and Further Education, 1986, 30p., maps.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Adult basic education; Adult literacy; Basic skills; Migrant adult education

Minor Descriptors: Aboriginal education; Correctional education; Correctional rehabilitation; Directories; English (second language); Numeracy

Identifiers: Queensland

Abstract: This directory has been compiled by the Queensland Division of TAFE to assist in the referral of adults seeking basic education in Queensland. Its coverage, although not exhaustive, is wide. Among the programs listed are adult literacy and numeracy programs, advanced English language programs for migrants and other adult migrant education programs, Aboriginal and Islander Access courses and basic or survival skills programs. These programs are offered by Queensland TAFE, Adult Migrant Education Services (AMES), the State Library of Queensland, various other governmental bodies including the Queensland Department of Welfare Services, and various community groups and associations for handicapped persons. Information provided for each program includes offering body/location, contact person(s) and telephone number(s).

TD/QLD 13.21

Burrows R W

The pre-vocational engineering/construction course, 1979 to 1983, as seen from a metropolitan college: a review and investigation of the pre-vocational engineering/construction course and its effects on students and teaching staff. Brisbane: Brisbane College of Advanced Education. Mount Gravatt Campus, 1983, 155p., tables, appendices, bibliography. (Dissertation submitted in partial fulfilment of the requirements for the Graduate Diploma of Educational Administration (TAFE).)

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building trades; Engineering education; Prevocational education; TAFE

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Abstract: In Chapter One of this dissertation, the objectives, course structure, entry requirements and evaluation of the Pre-Vocational (Trade Based) Pilot Course introduced at Cairns, Bundaberg and Eagle Farm Colleges of TAFE in 1977 are described. Chapter Two deals with the 1978 seminar at which the course was evaluated and restructured. The various stages of restructuring are shown and comments are made on each of the proposed changes. Chapter Three describes the introduction of the restructured course in 1979 and examines the course objectives and evaluation. Problems experienced with the Pre-Vocational Course, 1979-1983 are considered in Chapter Four. Teacher and student comments, suggestions concerning student ability to cope with the work, needs of students at risk, analysis of the course structure and analysis of the results obtained by students over a four year period are examined. In the final chapter suggestions for modifications and improvements to the course are made by the author in the light of his findings.

TD/QLD 13.22

Study of Queensland communities, report no. 1: preliminary assessment of TAFE demand and possible strategies. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1984, 2v. (v.1, 29p., plus appendices; v.2, 74p., plus appendices), tables.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Educational demand; Population trends; Statewide planning; TAFE colleges

Minor Descriptors: Data analysis; Population distribution; State surveys

Identifiers: Queensland

Abstract: In November 1982, the Division of TAFE published a report on the preliminary assessment of TAFE demand and possible strategies within the Brisbane Region. This paper is the product of considerable effort to expand the planning data base to include all Queensland communities. Whilst further sophistication is still required for certain planning activities, namely long-term financial, materials and manpower planning, the data base is nevertheless highly developed. The purpose of this report is to provide a detailed analysis of the effectiveness of possible strategies in achieving TAFE's stated goals. In this preliminary paper, the demand for TAFE services was assessed only in terms of physical resources requirements. However, it is envisaged that additional information will be published later. The paper is written with two target audiences in mind: decision makers and support management staff. The main body of the report is relatively short and supported by summary tables. Detail data is contained in the accompanying volume.

TD/QLD 13.23

Brisbane regional study, report no. 1: preliminary assessment of TAFE demand and possible strategies. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1982, 147p., appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Educational demand; Population trends; Regional planning; TAFE colleges

Minor Descriptors: Community surveys; Data analysis; Population distribution

Identifiers: Brisbane

Abstract: In this report, the demand for TAFE services within the Brisbane Statistical Division has been assessed for the 1982-2001 period. At the time of writing the population of this region exceeded the one million mark and stretched from Caboolture in the north to Beenleigh in the south and from Ipswich in the west to the bay islands in the east and there were 11 TAFE colleges operating in the region. Whilst the overall population of the metropolitan region is expected to continue to grow at a steady rate, significant changes in its composition are certain. The outer suburbs are expected to continue to grow at a rapid rate while the inner suburban areas will be stagnate or decline slightly. The total population is likely to continue to "age", with this tendency being more marked in the inner suburbs because of a net outward migration of young adults into the outer suburbs. Clearly, unless a co-ordinated approach to planning for new facilities is adopted, existing resources could be needlessly duplicated or not fully utilised. This report attempts to quantify the apparent demand that individual facilities, both planned and existing, would be required to satisfy given the adoption of certain sets of strategies. Key factors which determine where the demand for certain courses will be satisfied include residential locations of students, their places of occupation, availability of transport location of existing resources. Such factors have been taken into account when assessing the effect of the adoption of various strategy sets on the demand for TAFE services. In certain cases, excess demand at some facilities could be satisfied by other facilities where excess capacity is evident.

TD/QLD 13.24

Queensland. Div of Technical and Further Education
Participation and Equity Program, 1986: submission outline. Brisbane: Queensland. Div of Technical and Further Education, 1985, 18p., tables plus appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Educationally disadvantaged; State federal aid; TAFE

Minor Descriptors: Co-operative programs; Educational co-operation; Secondary school students

Identifiers: Australia. Technical and Further Education Council; Participation and Equity Program; Queensland; Queensland. State Advisory Committee on PEP

Abstract: This submission outlines Queensland TAFE's 1986 Participation and Equity Program (PEP), which has been designed to meet the needs of educationally disadvantaged 15-24 year olds throughout the State. Within the recommended 80%/20% split for courses and support services, 1986 priorities are broadly the same as those established in 1985, but with less emphasis on centrally based research and evaluation and curriculum development. Course priorities have been determined regionally by Inspectors in consultation with College staff and head office personnel. The head office role has been to maintain a balance across the State, across regions and across target groups. Accordingly, course priorities vary from region to region and are dictated by prevalence of disadvantaged groups; e.g. the northern part of the State plans to make provision for Islanders as well as Aborigines and for those isolated from educational institutions. The Queensland Division of TAFE sees PEP as an integral part of TAFE. Most PEP-funded activities rely on the support of state-funded personnel, materials, and facilities. Similarly, many state-funded activities can be seen as serving PEP objectives. Apart from listing and briefly describing each course offered in the 1986 program, this submission also considers related issues such as provision of student support services, staff development, publicity, etc.

TD/QLD 13.25

Queensland. Dept of Education
Submission to the Minister for Employment and Industrial Affairs in relation to review of the block release system of training apprentices. Brisbane, 1984, 28p., bibliography.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Block release; Industrial training; Trade courses

Minor Descriptors: Attendance patterns; On the job training; Released time; TAFE

Identifiers: Queensland; Queensland. Dept of Employment and Industrial Affairs; Review of the Block Release System of Training Apprentices (1984)

Abstract: This submission considers both the short term improvement of block release training and the longer term changes in the nature of education and attendance patterns which will improve this aspect of apprenticeship training. Its recommendations follow on from assessment of existing block release arrangements, an examination of factors which may exert pressure for changes in the existing arrangements, and alternatives to the existing pattern of block release attendance. According to the submission, there is a range of possible attendance pattern options for apprenticeship training, while the needs of various sectors of the community vary considerably. A result of these diverse needs is that there is no single pattern of college attendance which will suit all trade training areas. It is submitted that the legislation and practice of training should be flexible to cater for as many needs as possible while containing costs at acceptable levels.

TD/QLD 13.26

Maloney T; Phillips K
Evaluation of the CN 001 Pre-vocational Course in Engineering/Construction: report of the course evaluation subcommittee. Brisbane: Queensland. Industry and Commerce Training Commission; Queensland. Div of Technical and Further Education, 1985, 195p., tables, appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building trades; Engineering education; Prevocational education; TAFE

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Abstract: Since 1977, the CN 001 Pre-vocational Course in Engineering and Construction has been offered in Queensland Colleges of Technical and Further Education. In general terms, the course provides students with a full-time educational program which allows them to develop a range of immediately usable skills and knowledge related to a group of similar trades and to develop the social skills, attitudes and values needed in today's society. This report describes an evaluation of the course conducted jointly by the Industry and Commerce Training Commission (ICTC) and the Division of TAFE. The study was requested by some Industry and Commerce Advisory Committees to the Industry and Commerce Training Commission, some of whose members commented that graduates from CN 001 were not meeting their expectations. The general issues which were addressed were: adequacy of the CN 001 objectives; the achievement of the CN 001 objectives; the content of the CN 001 course; remissions and exemptions; entry requirements; and performance of graduates. Data were gathered by questionnaires from samples of CN 001 graduates, employers, parents, unions and employer organisations, teachers of CN 001 and teachers of apprentices. The TAFE examination marks of the CN 001 graduates were compared with the marks of a comparable group of students who did not enrol in CN 001.

TD/SA 13.1

South Australia. Dept of Technical and Further Education. Policy Support Branch
Review of major policy issues arising from the Course Award in Vocational Education. Adelaide, 1986, 35p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational co-operation; Educational planning; Secondary schools; TAFE colleges

Minor Descriptors: Educational innovation; TAFE

Identifiers: Course Award in Vocational Education (Tertiary Introduction); Elizabeth College of TAFE; Hailstone D; South Australia

Abstract: This report identifies and explores a range of policy issues arising from the pilot South Australian TAFE/Schools co-operative programme, Course Award in Vocational Education (Tertiary Introduction), which was provided as a joint initiative of the Elizabeth College of TAFE and a number of secondary schools in the Northern Area during the latter half of 1985.

The report examines a number of key issues in relation to resource provision, course accreditation and certification, student selection and course administrative processes. A range of broad options arising from these issues relating to the future provision of the programme are presented.

Data for this report originated from the documentation and materials associated with the course, as well as from interviews and discussion with TAFE and Schools personnel and students involved with the course.

TD/SA 13.2

South Australia. Dept of Technical and Further Education. Policy Support Branch
Documentation of the development and design of the Course Award in Vocational Education (Tertiary Introduction) Elizabeth College of TAFE. Adelaide, 1985, 45p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational cooperation; Educational planning; Secondary schools; TAFE colleges

Minor Descriptors: Educational innovation; TAFE

Identifiers: Course Award in Vocational Education (Tertiary Introduction); Elizabeth College of TAFE; Hailstone D; South Australia

Abstract: This report describes and documents the organizational and administrative processes related to the planning and design of the South Australian Dept of TAFE and Education dept programme, Course Award in Vocational Education (CAVE), a joint initiative of the Elizabeth College of TAFE and a number of secondary schools in the Northern Area during the latter half of 1985.

The report presents a chronological description of the development of the pilot course, offering rationales for its particular design and delivery.

The study draws upon such materials as developmental papers, submissions, file documents and course papers as well as interview information derived from key TAFE and Schools personnel associated with the project.

TD/SA 13.3

South Australia. Dept of Technical and Further Education
The Performing Arts Programme: policy and guidelines statement. Adelaide, 1985, 66p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Dance; Music education; TAFE; Theatre arts; Vocational education

Minor Descriptors: Educational planning; TAFE colleges

Identifiers: South Australia; Ward B J

Abstract: This is one of a number of documents resulting from a process of statewide review of individual educational subprogrammes undertaken continuously by specially appointed groups known as Programme

Operations Groups (POGs). The Performing Arts POG worked to formal Terms of Reference and reviewed existing courses, staff provision and duties, as well as facilities, across the state. It identified weaknesses and deficiencies, as well as strengths, before recommending a series of changes for systematic implementation over a two year period, in a time of severe budgetary limitation.

The task of the POG was assisted, considerably by a full-day conference with teaching staff about mid-way through the study. Two outcomes of the study were of particular importance: the official acceptance of the Policy and Guidelines Statement; the implementation from early 1986 of the Certificate in Performing Arts (Acting).

TD/SA 13.4

Ayles C
Report: World Congress on Education and Technology, Vancouver, May-June, 1986. Adelaide: South Australia. Dept of Technical and Further Education. Learning Resources Branch, 1986, 18p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Competency based education; Computer managed teaching; Educational technology; TAFE; Videodisc recordings

Minor Descriptors: Educational innovation; Technological change

Identifiers: Canada; World Congress on Education and Technology, Vancouver (1986)

Abstract: The information contained in this report was obtained through attendance at both workshops and lectures at the World Congress on Education and Technology in Vancouver, Canada, during May, 1986 and from visits to three Canadian technical institutes.

It centres on general information about technological change in education with particular emphasis on computer aided and managed learning, video and competency based education.

TD/SA 13.5

South Australia. Dept of Technical and Further Education. Policy Support Branch
Response to the 1985 UNESCO questionnaire on the revised recommendation concerning technical and vocational education. Adelaide, 1986, 86p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational planning; Educational policy; Enrichment activities; TAFE; Vocational education

Identifiers: Australia. Commonwealth Tertiary Education Commission; South Australia; UNESCO

Abstract: The General Conference of UNESCO requested that member states report on their implementation of UNESCO's Revised Recommendation concerning Technical and Vocational Education. Each State TAFE authority has been asked to prepare a state response in order to assist the Commonwealth Tertiary Education Commission in preparation of an Australian response. The questionnaire used to structure responses is such that the response is a summary of a wide range of Department of TAFE policies and practices.

TD/SA 13.6

South Australia. Dept of Technical and Further Education
The composition of college councils. Adelaide, 1986, 13p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: College administration; College governing councils; Institutional autonomy; TAFE colleges

Identifiers: South Australia; South Australia. Dept of Technical and Further Education

Abstract: This report was prepared in response to a request from the Minister of Education. The need for review arose from proposals to delegate decision making in specific areas to colleges and to establish a firmer role for college councils in overseeing the management of the college. In preparing a report, the SA Council of TAFE consulted all TAFE College Councils and College Principals in SA before proposing recommendations for change.

TD/SA 13.7

South Australia. Dept of Technical and Further Education
The Schools/TAFE interface in South Australia: a discussion paper. Adelaide, 1986, 31p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational cooperation; Secondary schools; TAFE colleges

Minor Descriptors: Educational innovation; TAFE

Identifiers: South Australia; South Australia. Dept of Technical and Further Education

Abstract: This discussion paper summarises recent and current schools/TAFE activities in South Australia as well as exploring policy issues related to the Schools/TAFE interface. Aspects of the interface and the Council's perspectives on future options are documented in this brief report. It also highlights other current research in this area as well as examining the submissions of the twelve South Australian agencies which responded to a request for comment upon the schools/TAFE interface issues.

TD/SA 13.8

South Australia. Dept of Technical and Further Education. Equal Opportunities Unit
Equal times: the Equal Opportunities Unit quarterly. Adelaide, 1986, 4p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Equal education; Equal opportunities (Jobs); TAFE

Minor Descriptors: Migrant education; TAFE colleges

Identifiers: South Australia

Abstract: This is the first issue of a quarterly publication which highlights the activities of the Equal Opportunities Unit of the South Australian Department of TAFE. In addition, the periodical intends to focus upon policy issues involved with equal opportunity in both staff and student areas of the Department.

TD/SA 13.9

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 1, casting, forging sub-section. Adelaide: Regency College of TAFE; 1986, 26p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 1)

Major Descriptors: Bibliographies; Drafting; Engineering drawing; Manufacturing industry

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 1 includes material relevant to the general area of casting and forging; a location guide for the various resource materials is also provided.

TD/SA 13.10

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 2, structural, railway subsection. Adelaide: Regency College of TAFE; 1986, 52p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 2)

Major Descriptors: Bibliographies; Drafting; Engineering drawing; Manufacturing industry; Numerical control

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 2 includes materials relevant to the general area of railway and structural engineering; a location guide for the various resource materials is also provided.

TD/SA 13.11

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 3, materials processing, agricultural and industrial machinery sub-section. Adelaide: Regency College of TAFE; 1986, 52p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 3)

Major Descriptors: Automation; Bibliographies; Drafting; Engineering drawing; Manufacturing industry; Numerical control

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 3 includes material relevant to the general area of wood and metal, food processing and agricultural and industrial machinery and equipment; a location guide for the various resource materials is also provided.

TD/SA 13.12

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 4, aircraft, automotive and marine sub-section. Adelaide: Regency College of TAFE; 1986, 34p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 4)

Major Descriptors: Aerospace technology; Bibliographies; Drafting; Engineering drawing; Manufacturing industry

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 4 includes material relevant to the general areas of aircraft, automotive and marine and shipbuilding industries; a location guide for the various resource materials is also included.

TD/SA 13.13

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 5, electrical, electronics sub-section. Adelaide: Regency College of TAFE; 1986, 47p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 5)

Major Descriptors: Bibliographies; Drafting; Electronics industry; Engineering drawing; Manufacturing industry

Minor Descriptors: Electronics; Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 5 includes materials relevant to the general area of the electrical and electronics industry; a location guide for the various resource materials is also included.

TD/SA 13.14

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 6, chemical, plastics and dies sub-section. Adelaide: Regency College of TAFE; 1986, 29p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 6)

Major Descriptors: Bibliographies; Chemical engineering; Drafting; Engineering drawing; Manufacturing industry

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 6 includes material relevant to the general areas of chemical engineering and die and mould-making; a location guide for the various resource materials is also included.

TD/SA 13.15

Regency Applitech
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 7, general sub-section. Adelaide: Regency College of TAFE; 1986, 139p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Series: (CAD/CAM awareness program book 7)

Major Descriptors: Automation; Bibliographies; Drafting; Engineering drawing; Manufacturing industry

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign forms part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Department of Industry, Technology and Commerce. The Program was organised by Regency Applitech within Regency College of TAFE. One element of the campaign is a series of booklets designed to facilitate access for manufacturing industries to resource materials in the CAD/CAM area. Booklet 7 includes material of a more general nature such as flexible manufacturing systems, machining group technology; a location guide for the various resource materials is also included.

TD/SA 13.16

Regency Applitech
CAD/CAM Awareness Program. Seminar, Brisbane, 1986. Seminar papers. Adelaide: Regency College of TAFE; 1986, 152p.

Format: Hard Copy

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Automation; Drafting; Engineering drawing; Industry; Manufacturing industry; Numerical control; Technology

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign constitutes part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Dept of Industry, Technology and Commerce. The Program was organized by Regency Applitech located within Regency College of TAFE. One element of the campaign is a series of seminars on CAD/

CAM in each of the Australian state capitals aimed at those companies who have had no previous exposure to CAD/CAM technology. The seminars were designed to provide both a practical and theoretical introduction to CAD and CAM systems. The papers were given by manufacturers and educators experienced in the field, and emphasize particularly, the value of the technical data captured in CAD through the processes of design, drafting and redesign and reused in the manufacturing and operational process (CAM).

TD/SA 13.17

Regency Applitech
CAD/CAM Awareness Program. Seminar, Adelaide, 1986. Seminar papers. Adelaide: Regency College of TAFE; 1986, 158p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Automation; Drafting; Engineering drawing; Industry; Manufacturing industry; Numerical control; Technology

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign constitutes part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Dept of Industry, Technology and Commerce. The Program was organized by Regency Applitech located within Regency College of TAFE. One element of the campaign is a series of seminars on CAD/CAM in each of the Australian state capitals aimed at those companies who have had no previous exposure to CAD/CAM technology. The seminars were designed to provide both a practical and theoretical introduction to CAD and CAM systems. The papers were given by manufacturers and educators experienced in the field, and emphasize particularly, the value of the technical data captured in CAD through the processes of design, drafting and redesign and reused in the manufacturing and operational process (CAM).

TD/SA 13.18

Regency Applitech
CAD/CAM Awareness Program. Seminar, Perth, 1986. Seminar papers. Adelaide: Regency College of TAFE; 1986, 150p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Automation; Drafting; Engineering drawing; Industry; Manufacturing industry; Numerical control; Technology

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign constitutes part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Dept of Industry, Technology and Commerce. The Program was organized by Regency Applitech located within Regency College of TAFE. One element of the campaign is a series of seminars on CAD/CAM in each of the Australian state capitals aimed at those companies who have had no previous exposure to CAD/CAM technology. The seminars were designed to provide both a practical and theoretical introduction to CAD and CAM systems. The papers were given by manufacturers and educators experienced in the field, and emphasize particularly, the value of the technical data captured in CAD through the processes of design, drafting and redesign and reused in the manufacturing and operational process (CAM).

TD/SA 13.19

Regency Applitech
CAD/CAM Awareness Program. Seminar, Melbourne, 1986. Seminar papers. Adelaide: Regency College of TAFE; 1986, 199p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Automation; Drafting; Engineering drawing; Industry; Manufacturing industry; Numerical control; Technology

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign constitutes part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Dept of Industry, Technology and Commerce. The Program was organized by Regency Applitech located within Regency College of TAFE. One element of the campaign is a series of seminars on CAD/CAM in each of the Australian state capitals aimed at those companies who have had no previous exposure to CAD/CAM technology. The seminars were designed to provide both a practical and theoretical introduction to CAD and CAM systems. The papers were given by manufacturers and educators experienced in the field, and emphasize particularly, the value of the technical data captured in CAD through the processes of design, drafting and redesign and reused in the manufacturing and operational process (CAM).

TD/SA 13.20

Regency Applitech
CAD/CAM Awareness Program. Seminar, Launceston, 1986. Seminar papers. Adelaide: Regency College of TAFE; 1986, 200p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Automation; Drafting; Engineering drawing; Industry; Manufacturing industry; Numerical control; Technology

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign constitutes part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Dept of Industry, Technology and Commerce. The Program was organized by Regency Applitech located within Regency College of TAFE. One element of the campaign is a series of seminars on CAD/CAM in each of the Australian state capitals aimed at those companies who have had no previous exposure to CAD/CAM technology. The seminars were designed to provide both a practical and theoretical introduction to CAD and CAM systems. The papers were given by manufacturers and educators experienced in the field, and emphasize particularly, the value of the technical data captured in CAD through the processes of design, drafting and redesign and reused in the manufacturing and operational process (CAM).

TD/SA 13.21

South Australia. Dept of Technical and Further Education
Architectural brief: Hills College of TAFE. Adelaide, 1986, various pagings.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Construction programs; Educational facilities design; Educational facilities planning; Educational planning; TAFE colleges

Identifiers: Hills College of TAFE; South Australia

Abstract: This architectural brief describes the proposal to construct a new centre for the Hills College of TAFE at Mt Barker and focusses upon the proposed construction of the new College buildings. Those buildings whose design is described in detail include those to replace inadequate existing facilities, a multipurpose workshop for technical studies and new facilities for new programmes. In addition this report offers justification for the upgrading of the Hills College of TAFE by examining population trends and characteristics, and College programmes and enrolments.

TD/SA 13.22

Fricker L P
Innovation in TAFE: paper presented to the Australian Institute of Tertiary Educational Administrators Tenth National Conference. Adelaide: South Australia. Dept of Technical and Further Education, 1986, 38p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational innovation; Educational technology; Equal education; TAFE

Minor Descriptors: Social change; Technological change

Identifiers: South Australia

Abstract: This document formed the basis of an address delivered by the Director-General of the South Australian Dept of TAFE to the Tenth National Conference of the Australian Institute of Tertiary Educational Administrators in Hobart, August 28th, 1986. A range of current SA DTAFE innovations in areas such as course provision, delivery systems, administrative structures and processes as well as staff development are outlined, thus illustrating how TAFE continues to provide a vigorous and flexible response to a rapidly changing social and economic environment.

TD/SA 13.23

South Australia. Dept of Technical and Further Education
Instructional materials for the TAFE Aboriginal Education Programme, South Australia. Adelaide, 1986, 41p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Cataloguing; Curriculum development; Curriculum evaluation; Curriculum materials; Educational resources

Minor Descriptors: Learning resource centres; TAFE

Identifiers: Australia. TAFE National Centre for Research and Development; South Australia

Abstract: This report describes the conclusions and recommendations of a project commissioned by the TAFE National Centre for Research and Development and supported by the National Aboriginal Education Committee, the aim of the Project being the collection, collation, cataloguing and indexing of teaching/learning materials used in TAFE National Aboriginal programmes in South Australia. This project was seen as a pilot which could be used as the basis of the development of a national collection. Specific areas of investigation included: the identification of teaching/learning materials, both those commercially available as well as those originating from TAFE lecturers; the identification of appropriate cataloguing procedures; the identification of areas of curriculum in need of teaching/learning development; suggestions of possible links with other Australian educational information services (such as the Australian Education Index, the National TAFE Clearinghouse, SAERIS etc); identification of strategies for the efficient dissemination of information.

TD/SA 13.24

Regency Applitech
CAD/CAM Awareness Program. Seminar, Sydney, 1986. Seminar papers. Adelaide: Regency College of TAFE; 1986, 178p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Automation; Drafting; Engineering drawing; Industry; Manufacturing industry; Numerical control; Technology

Minor Descriptors: Engineering; Manufacturing

Identifiers: Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program; CAD/CAM systems; Computer aided design; Computer integrated manufacture

Abstract: The CAD/CAM awareness campaign constitutes part of the Australian Government's Heavy Engineering Modernisation Program conducted for the Dept of Industry, Technology and Commerce. The Program was organized by Regency Applitech located within Regency College of TAFE. One element of the campaign is a series of seminars on CAD/CAM in each of the Australian state capitals aimed at those companies who have had no previous exposure to CAD/CAM technology. The seminars were designed to provide both a practical and theoretical introduction to CAD and CAM systems. The papers were given by manufacturers and educators experienced in the field, and emphasize particularly, the value of the technical data captured in CAD through the processes of design, drafting and redesign and reused in the manufacturing and operational process (CAM).

TD/TAS 13.1

Morgan B; Dallas A
Evaluation of the 1984 Tasmanian Participation and Equity Program: TAFE component. Hobart: Tasmania. Div of Technical and Further Education, 1986, 56p.

Format: Hard Copy

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Compensatory education; Vocational education

Minor Descriptors: Program evaluation

Identifiers: Participation and Equity Program

Abstract: The evaluation plan of the 1985 Tasmanian TAFE Participation and Equity Program (PEP) was broad-based. It consisted of post-course destination studies as well as investigating the types of courses offered, the target group, the allocation of resources, staff and students' perceptions, achievements in staff development and recommendations for future planning.

In 1985, the range of PEP courses covered a wide variety of occupations and the increase in the bridging element of courses and PEP subjects used in other TAFE courses increased by a third. It was concluded that the Commonwealth Guidelines were largely being met through the course offerings allowing young unemployed youth the equal opportunity to gain skills relevant to the workforce and to receive guidance and encouragement for continuing technical and vocational education.

TD/TAS 13.2

Walters J
Women at work report, 1986. Hobart: Tasmania. Div of Technical and Further Education, 1986.

Format: Hard Copy

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Compensatory education; Employment programs; Evaluation; Womens education

Minor Descriptors: Bridging courses; Employed women; Program evaluation; Questionnaires

Abstract: The 1986 “Women at Work’ pilot project was available to women in positions of low and middle management, voluntary or unpaid work or in between paid positions of employment. Objectives formulated by the program co-ordinator included introducing students to management skills, improving students’ opportunity for promotion, developing students’ skills to enable effective management of their lives at home and work; and providing those students in between positions of employment with greater knowledge of the employment market technological change and options available to them. The report outlines the course structure, the teaching team, the promotion and advertising. The curriculum included the four strands of management, communications, technology and industrial and vocational issues. The student program evaluation and training needs questionnaires are included as well as the tutor program evaluation. From this data obtained, the conclusions and future recommendations provide a reference point for planning similar incentives in the future, including the need for a management training program relevant to women in public and private sector employment.

TD/TNC 13.1

Rhodes G (ed); Jones M (ed)
Small business material bibliography. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 235p.
ISBN 0863972411

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($26.95); Mfiche (Free)

Major Descriptors: Bibliographies; Citations (references); Courses; Noncredit courses; TAFE

Identifiers: Small Business

Abstract: This bibliography is the result of discussion held at the Conference on Small Business Management Education and training, conducted by the National Training Council in 1985. It was suggested that a national database of small business information be established. This bibliography lists all the reported courses on or related to Small Business offered in TAFE colleges nationally (as at December 1985). Part one lists the courses (by State), Part two lists references of materials used in the teaching of the courses. A subject index and course/courseware cross-reference list completes this bibliography.

TD/TNC 13.2

Hall W C (ed)
Research and development digest 1986. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 69p.
ISBN 0863972330.

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Bibliographies; Catalogues; Educational development; Educational research; Publications; Research and development centres; Research reports; TAFE

Abstract: This is the first publication of the Research and Development Digest, it summarises all of the research and development reports published by the TAFE National Centre for the period 1 July 1985 to 30 June 1986. The summaries include the recommendations contained in the longer reports. It is intended to publish this digest annually in September.

TD/TNC 13.3

Larkin A; Phillips K
Teaching mathematical trade topics for conceptual understanding. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 74p.
ISBN 0863972497.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($10.95); Mfiche (Free)

Major Descriptors: Comprehension; Concept formation; Mathematical concepts; Mathematics teaching; Trade courses

Abstract: Teachers of trade courses frequently find that their students have difficulty with the solving of problems associated with the more abstract topics. When this occurs the teacher needs to become a teacher of mathematics, as well as being a teacher of the trade concerned.

The authors' first objective is to illustrate how to analyse a mathematical topic by identifying this component facts, skills, strategies and concepts. A method suitable for teaching each at these elements is suggested. However the process of analysing a topic using this or any other classification scheme should not be allowed to interfere with the primary consideration, which is to provide an adequate quantity and quality of learning experiences for the students to achieve adequate understanding.

TD/TNC 13.4

Hayton G
Occupational clusters of the engineering technology workforce. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 188p. (Plus 3 microfiche append.)
ISBN 0863972578

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($19.95); Mfiche (Free)

Major Descriptors: Cluster analysis; Engineering; Occupational survey; Technical occupations

Minor Descriptors: Labour force; TAFE

Abstract: This is a major study of the engineering technical workforce. It provides information on the overall structure of the engineering technical workforce, including relationships between occupations in each branch of engineering and between each level as well as the job functions of each occupational cluster and other characteristics that would be of use to TAFE and other education and training bodies. In the study the term engineering technical workforce was defined as the group that includes all staff primarily performing engineering functions between the levels of tradesperson and professional engineer or surveyor.

TD/TNC 13.5

Strachan F (ed); Hayton G (ed)
TAFE Software Register Number 1. Adelaide: Australia TAFE National Centre for Research and Development, 1986, 165p.
ISBN 0863972659.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($17.50); Mfiche (Free)

Major Descriptors: Bibliographies; Computer programs; Curriculum materials; TAFE teachers

Abstract: This register is compiled annually as a major part of the TAFE National Centre's project 'Computer based educational software and courseware in TAFE'. Entries are limited to computer software and related materials which have direct use for TAFE teachers. It does not include software for TAFE administration. Input to the Register has been made through contact persons in each State and Territory.

TD/TNC 13.6

Thomson P
Student assessment: a handbook for TAFE teachers. Melbourne: Thomas Nelson Australia, 1986, 163p.
ISBN 017006896X.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: Hard Copy ($14.95)

Major Descriptors: Student assessment; TAFE; Test format; Testing; Vocational education

Abstract: This book is aimed at technical and further education teachers, particularly at those teachers working in the vocational areas. It also aims to meet the needs of trainers working in commerce and industry who are increasingly being called up to improve the validity of their assessment procedures. Practical assessment receives special attention as do new approaches to describing student performance.

TD/TNC 13.7

Mageean P; Parkinson K
Australian Journal of TAFE Research and Development Vol.2 No.1, 1986. Adelaide: Aus-

tralia TAFE National Centre for Research and Development, 1986, 110p.
ISSN 0816-2018.

Format: Hard Copy

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001)

Price: Hard Copy ($7.00)

Major Descriptors: Communication (thought transfer); Educational technology; TAFE; TAFE teachers

Identifiers: Traineeships

Abstract: This journal which is published twice a year, aims to provide articles based on TAFE research and development activities. It concentrates on summaries of current or recently completed research and reviews of research in areas of topical interest. In addition, there are occasional papers, abstracts, book reviews, details of coming events, reports of workshops and letters to the editor. The journal is aimed at serving the interest of TAFE teachers researchers and administrators and has an emphasis on research useful to them in their work. The articles in this issue reflect a growing awareness within TAFE that it is in a period of change.

TD/TNC 13.8

Foyster J
Looking forward: rights of passage. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 80p.
ISBN 08639733X.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($10.95); Mfiche (Free)

Major Descriptors: Controversial issues (course content); Curriculum; School learning guidance; Transition education

Identifiers: Participation and Equity Program

Abstract: The TAFE National Centre for Research and Development was commissioned by the Commonwealth Department of Education to conduct a review of full-time transition education courses. The research was proposed by the November 1982 Conference of TAFE Directors. Between initial proposal and final publication transition education was incorporated in participation and equity programs.

The first part of the report was completed in 1985. It was "Looking back: a review of the TAFE transition education program" by B Beasley and C Beasley (TD/TNC 11.13). This report, entitled "Looking forward: rights of passage" completes the investigation.

The purpose of this report is to deal with the nature and source of imposition upon young Australians.

TD/TNC 13.9

Hall W C
Education and training: some lessons from England. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 22p.

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Comparative education; Educational methods; TAFE; Training

Identifiers: Australia; England

Abstract: In this paper the tensions between "education: and "training" are described, with particular reference to the relationships between England's Department of Education and Science and the Manpower Services Commission. The lessons drawn from England are then applied to Australia, but especially to the relationship between our Department of Employment and Industrial Relations and Technical and Further Education.

TD/TNC 13.10

Anderson T; Jones N
TAFE curriculum research: A review of group process methods; Summary. Adelaide: Australia TAFE National Centre for Research and Development, 1986, 48p.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($8.95); Mfiche (Free)

Major Descriptors: Curriculum research; Evaluation criteria; Formative evaluation; Methods research; TAFE

Abstract: This paper summarises four reports arising from a study of ways in which technical and further education curriculum research can be speeded up in the data collection and analysis phases. The study was commissioned by the TAFE National Centre for Research and Development, Adelaide, Australia. This paper provides descriptions of research methods reviewed, including exploratory research, the Search Conference Method, Delphi, DACUM, Critical Incident Technique, and Force Field Analysis; summarises the procedures entailed in management of group process curriculum research methods, lists the bibliographic sources used, and provides tables of contents for the four reports.

TD/TNC 13.11

Jones N; Anderson T; Dawson D; Dowling R
TAFE curriculum research: A review of group process methods; Descriptive bibliography. Adelaide: Australia TAFE National Centre for Research and Development, 1986, 26p.
ISBN 0863973698.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($6.50); Mfiche (Free)

Major Descriptors: Bibliographies; Curriculum research; Evaluation criteria; Formative evaluation; Methods research; TAFE

Abstract: This bibliography includes publications which relate to the authors' particular interests in ways of speeding up the data collection and analysis phase of curriculum development. It also includes some publications relating to quantitative analysis methods.

TD/TNC 13.12

Jones N; Anderson T
TAFE curriculum research: A review of group process methods; Research design. Adelaide: Australia TAFE National Centre for Research and Development, 1986, 28p.
ISBN 0863973531.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($6.95); Mfiche (Free)

Major Descriptors: Curriculum research; Evaluation criteria; Formative evaluation; Methods research; Research design; TAFE

Abstract: This report sets out the research method and evaluation criteria used in the TAFE National Centre for Research and Development study of occupational research methods conducted during 1983 and 1984. The methods studied were those seen to hold promise of speeding up the data collection and analysis phase of vocational curriculum research. The paper describes the concept of a 'resource bank of methodologies' which includes description of method, human and material resources required to use the method effectively, the suitability of the method to particular TAFE study areas, how to use the method, personal and professional skills required to use the method and constraints and pitfalls to be considered in using the method.

The criteria for selection and evaluation of case studies and their documentation is described. The evaluation criteria cover process criteria such as: duration, cost, expertise and manpower required, acceptability, capacity for partialling and hardware requirements; and outcome criteria such as: relevance and utility of the method's results, quality of data collected, capacity of the method to forecast and to induce change, and transferability of results.

TD/TNC 13.13

International Labour Office. Central Library and Documentation Branch
Bibliography covering all aspects of vocational training. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 25p.

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Bibliographies; Citations (references); Training; Vocational education

Identifiers: LABORDOC

Abstract: This bibliography lists material added to the collection of the ILO Library and included in its LABORDOC database since 1984. Only items written in English are included. The ILO Library will endeavour to help obtain copies of items that are of interest. If these are ILO documents or publications these should be obtained from an ILO Office or Bookshop specialising in ILO publications. For monographs it is suggested to approach a local Interlibrary Loan facility. For journal articles please write directly to the ILO Central Library, CH-1211 Geneva, Switzerland, since all their journal articles are available on microfiche. This bibliography lists 92 items. It is intended to update this bibliography every six months.

TD/TNC 13.14

Hayton G
Vocational curriculum development and the use of cluster analysis in occupational studies. Adelaide: Australia TAFE National Centre for

Research and Development, 1986, 10p., (Paper presented at a Conference.).

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Cluster analysis; Curriculum development; Occupational analysis; Vocational education

Abstract: This paper was presented at the AARE annual conference, University of Melbourne, November 18-21, 1986. It examines the use of cluster analysis in occupational studies. As an occupational study is usually the first step in vocational curriculum development, the occupational analysis method used has important implications for vocational curriculum planning. The paper discusses the importance of identifying subgroups or clusters within an occupation. It looks at the curriculum implications of these sub-groups and the effects of not identifying the occupational sub-groups.

Methods of identifying occupational subgroups using cluster analysis are outlined. These methods are illustrated with examples of recent occupational studies. The paper then outlines some issues involved in choosing an appropriate type of cluster analysis for each occupational study.

TD/TNC 13.15

Australia. TAFE National Centre for Research and Development
Annual Report 1 July, 1985-30 June, 1986; TAFE National Centre for Research and Development Ltd. Adelaide, 1986, 29p.
ISSN 0810-5413.

Format: Hard Copy; Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Annual reports; Research and Development Centres; TAFE

Identifiers: National TAFE Clearinghouse

Abstract: This 1985-1986 Annual Report of the TAFE National Centre includes an outline of the Centre's administrative structure, its activities for the period, a financial statement as well as the 1985-86 Annual report and financial statement of the National TAFE Clearinghouse.

TD/VIC 13.1

Ashurst J G
An evaluation of teleconferencing/teletutoring in the Victorian TAFE Off-Campus Network (V.T.O.C.N.): a research report. Melbourne: Royal Melbourne Institute of Technology, 1986, 98p.
ISBN 08644091X.

Format: Hard Copy; Mfiche

Availability: Royal Melbourne Institute of Technology

Price: Hard Copy ($7.50); Mfiche (Free)

Major Descriptors: Distance education; Evaluation; Student attitudes; Teacher attitudes; Teleconferencing

Minor Descriptors: Extension education; Pilot projects; Questionnaires

Identifiers: Teletutoring

Abstract: This research report considers an evaluation of teleconferencing / teletutoring in the Victorian TAFE Off-Campus Network (V.T.O.C.N.) administrative questions are addressed. Four different areas of study were used to try to determine whether there might be differences attributed to particular subjects. The subjects were: 1) HSC English; 2) Road Foreman and Municipal Works Superintendent; 3) Quarrying; 4) Coastal Navigation. The evaluation found that the volunteer students in the teletutorial groups were more successful than students who did not volunteer for teletutorials and that telephone tutorials increased the involvement of students in their study program in ways initiated by the students themselves. Distance education students from this sample of students involved in teletutorials still indicated a preference for classroom tutorials over teletutorials, although a minority of them recognised that their own personal circumstances made this not feasible.

TD/VIC 13.2

Victoria. TAFE Board
Annual report 1985-6. Melbourne, 1986, 56p.
ISSN 0817797X.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Annual reports; State departments of education; TAFE

Minor Descriptors: Postsecondary education; Vocational education

Abstract: The report outlines the function of the TAFE Board as defined in the Post-Secondary Education (Amendment) Act 23 June 1983. There are brief statements on TAFE Board functions, Regional TAFE Boards, Groups and Branches. Topics outlined in chapters include: 1) Major initiatives, incorporating planning and management, program development, human resources, apprenticeship training, open learning, equal opportunity, management and staff development, youth programs and curricula; 2) Regional TAFE Board's reports incorporating functions of Boards and Board memberships; 3) Service Boards reports including functions, activities and future tasks; 4) Financial statements with notes to the accounts.

TD/VIC 13.3

Victoria. TAFE Board
Triennial plan 1988-90: submission to the TAFE council. Melbourne. 1986. 154p.
ISBN 0724126872.
Format: Hard Copy; Mfiche
Availability: VIC TAFE Clearinghouse
Price: Free
Major Descriptors: Educational economics; State departments of education; Statewide planning; TAFE
Minor Descriptors: Capital outlay (for fixed assets); College business relationship; College school co-operation; Community education; Educational finance; Enrolment; Postsecondary education
Abstract: The TAFE Board's submission for the forthcoming triennium was prepared following consultation with branches of the Office of the TAFE Board and providers regarding their expected program needs. It has been prepared in accordance with the guidelines provided by CTEC, and has taken into account the CTEC Review of TAFE Funding (1986). The submission is heavily based on proposals which are clearly seen to meet the Victorian government's economic and social justice policies. The following points represent some of the items discussed in the submission: 1) support for greater integration of disadvantaged groups into mainstream programs; 2) co-operation arrangements between TAFE and schools and TAFE and higher education; 3) improved mechanisms for consultation and advice from industry and commerce; 4) further development of the open learning program; 5) the development of Victoria's competitive strengths; 6) promoting cross-sectoral co-operation; 7) increasing skills depth and breadth of the Victorian workforce; 8) extending access through community - based providers; 9) equipment and capital programs.

TD/VIC 13.4

Hawthorn Institute of Education. TAFE Educational Services Co-ordinators' Association
Victorian TAFE papers no.5. Hawthorn: Victoria. Hawthorn Institute of Education, 1986, 72p.
ISSN 08142351.

Format: Hard Copy

Availability: Hawthorn Institute of Education, Attention: Peter Skilbeck

Price: $4.00 (Individuals); $6.00 (Institutions)

Major Descriptors: Distance education; Education work relationship; TAFE; Youth programs

Minor Descriptors: Curriculum development; Educational institutions; Extension education; History; Pacing; Policy formation; Research; Teacher education

Identifiers: Gordon Technical College; Melbourne Working Men's College; Open learning; Telematics; Traineeships; Transferable skills; Youth guarantee; Youth policy

Abstract: The journal of articles on current TAFE issues. This issue features articles around the themes of the Victorian work-study programs and the Commonwealth traineeships. A central aspect of these programs has been the development of the curriculum for them. Chapters dealing with these programs are: 1) Work study: Curriculum and accreditation H. Smith; 2) Alternate delivery strategies in the work-study program, J. Sanguinetti; 3) The youth guarantee/work-study scheme from the trainees' perspectives, P. McCudden; 4) Experimental learning with one work-study group, J. McArdle; 5) The Australian traineeship system, K. Leroy; 6) Taking part or taken apart? K. Blachford; 7) Towards broader definitions of curriculum and education, R. Gillespie; 8) Broad based transferable skills, P. Stayfer; 9) Open learning in the open tech program in the UK: lessons for TAFE in Victoria, J. Ashurst; 10) The Sunraysia project, J. Van Heumen; 11) Flexi-mode: a planned combination of on-and off-campus study, L. Gregg; 12) Resources effects of self paced learning, P. Wallace.

TD/VIC 13.5

Aird E
Community languages in TAFE. Melbourne: Victoria. TAFE Board, 1986, 11p. plus appendices.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Bilingualism; Investigations; Second language teaching; TAFE

Minor Descriptors: Multicultural education; Native language teaching; Questionnaires

Identifiers: Community languages

Abstract: The TAFE Multicultural Education Policy (Victoria) stresses TAFE's commitment to providing education which reflects a multicultural society. It further recognises the need to develop positive strategies for this to be achieved. This document, which is a report on phase one of an investigation in community language provision in Victoria, aims to help providers with these strategies, i.e. to help with the development of appropriate language programs for their clients. A questionnaire was sent to twenty providers thought likely to teach languages other than English (appendix 1) and the findings are represented in appendices 2 and 3.

TD/VIC 13.6

Broadhead R
Employer requirements for secretarial/office skills in Sunraysia. Sunraysia: Victoria. Sunraysia College of TAFE, 1985, 28p., plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: College business relationship; Employer attitudes; Needs assessment; Office occupations education; TAFE

Minor Descriptors: Data analysis; Job skills; Questionnaires; Relevance (Education)

Abstract: A report undertaken to examine the employer requirements for secretarial/office skills in Sunraysia and the implications for courses conducted by the Sunraysia College of TAFE, Business Studies Department. A questionnaire was distributed to employers of a varying range of businesses in both the private and public sectors in the central business district of Mildura and surrounding areas. The response was good, and after the data was analysed, sixteen recommendations on future course structure and training were offered.

TD/VIC 13.7

Newell F; Fanebust L
Student Child Care: the need in TAFE colleges. Melbourne: Victoria. TAFE Board, 1986, 90p.
ISBN 0724127275.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Day care centres; Student needs; Surveys; TAFE colleges

Minor Descriptors: Questionnaires

Abstract: This report summarises the findings of a survey of student demand for child care conducted in ten Victorian TAFE colleges during the peak 1986 enrolment period. The survey was conducted by the Equal Opportunity Branch's Child Care Project. The Project's brief included: 1) development of a TAFE child care policy; 2) advice on the distribution of Commonwealth and State recurrent funds for child care; 3) completion of a number of research projects designed to provide the basis for a planning model for the provision of child care in TAFE. The situation regarding child care provision in TAFE formed the context for the initiation of the Project within the broader economic context and state government objectives. Data for this report was obtained from a questionnaire which is represented in Appendices 1 and 2. Courses and colleges surveyed are listed in Appendix 3. Extensive tables are included in this report. Recommendations from this Survey will appear in the final report of the Child Care Project early in 1987.

TD/VIC 13.8

Elsworth G; Gilding T; Hall K
Computer managed learning in technical and further education: an evaluation report. Carlton: Victoria. Melbourne College of Advanced Education. Carlton Campus. Centre for Program Evaluation. 1984, 55p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Case studies; Computer managed teaching; TAFE

Minor Descriptors: Electronic technicians; Fitting and machining; Mathematics; Plumbing; Sheetmetal work; Teacher attitudes

Identifiers: Computer Based Training Systems; Computer Managed Learning

Abstract: This evaluation report is based on information gathered from a series of case-studies of a trial implementation of a Computer Managed Learning system in five curriculum areas in three metropolitan Technical and Further Education Colleges. Information has been gathered from observations of the use of CML in TAFE, examination of the particular computer program being trialled, interviews with all personnel involved and extensive reading of the literature on educational computing. Analysis of the case studies suggested that the following crucial elements should be present when implementing CML in TAFE: 1) the availability of a consultant in curriculum and educational computing; 2) a subject specialist as team leader; 3) appropriate in-service activities; 4) opportunity for staff to experiment with the system; 5) ensured access to the computer program through reliable hardware configuration. In addition the implementation team should include a consultant on test item writing and evaluation to ensure long term educational effectiveness of CML.

TD/VIC 13.9

Fitzgerald R T (ed)
The community college concept: what can we learn from Canada's experience? Burwood: Victoria. Victoria College. Burwood Campus, 1986, 25p.

Format: Hard Copy; Mfiche

Availability: Victoria College, 221 Burwood Highway, Burwood VIC 3125

Price: Hard Copy ($3.00); Mfiche (Free)

Major Descriptors: Adult education; Community colleges; Conference proceedings; TAFE

Minor Descriptors: Admission criteria; Educational change; Educational counselling; Open entry; Postsecondary education

Identifiers: Canada

Abstract: Proceedings of a seminar held at Victoria College, Burwood, jointly arranged by the Public Policy Research and Development Centre, Faculty of Business, and the Technical and Further Education Board of Victoria. Dr John Dennison, Professor of Higher Education at the University of British Columbia and Professor David Beswick, Director of the Centre for the Study of Higher Education at the University of Melbourne, were the major speakers. The report of the seminar is divided into four parts: 1) Introduction by Dr R T Fitzgerald; 2) Paper by Dr J Dennison; 3) Commentary by Professor D Beswick; 4) Forum session.

TD/VIC 13.10

Naylor C
Statistical overview of the A.E.L.P., based on the May 1985 student survey and November 1985 program reports. Preston: Victoria. Preston College of TAFE, 1986, 16p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: English (Second language); English for special purposes; Statistical surveys; TAFE students

Identifiers: Advanced English Language Program

Abstract: This short report aims to: 1) provide a statistical view of the Victorian Advanced English Language Program, based on the 1985 data collection; 2) establish a standardised data base by developing existing data collection. The bulk of the data is taken from Garton J, Survey of Students enrolled in English as a Second Language Programs, May 1985. Alternative methods of graphic presentation have been produced by Arturo Richetti, Computer Consultant to the 1986 A.E.L.P. evaluation.

TD/VIC 13.11

Gough - Watson J (ed); Hilton G (ed)
TAFE meeting migrant education needs; report of a national workshop, Canberra, 1985. Melbourne: Victoria. TAFE Board, 1986, 98p. ISBN 0724127356.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Conferences; Migrant adult education; TAFE; Workshops

Minor Descriptors: English (second language); Females; Migrant youth; Multiculturalism; Unemployment

Identifiers: Adult Migrant Education Program; Advanced English Language Program; Australia. Commonwealth Tertiary Education Commission; National Advisory and Co-ordinating Committee on Multicultural Education; Participation and Equity Program

Abstract: This is a report of a national workshop on the role of TAFE in meeting migrant education needs held at Burgmann College, ANU, August 1985. The report provides an overview of the workshop addresses and discussions, including recommendations and comments on the outcomes of the final plenary session. The reports of workshop speakers are based on a reported style of the addresses recorded on tape. Group discussion reports rely upon the written resumes from workshop leaders of individual workshop sessions. Reference is made to a number of reports and journals within the body of this workshop report. A list of the most important references has been included at the end of the report. These bibliographical details are intended to assist readers in following up any references they wish to pursue.

TD/VIC 13.12

Downes K
Simulators and their applications in TAFE courses at the Royal Melbourne Institute of

Technology. Melbourne: Royal Melbourne Institute of Technology. Technical College, 1984, 9(9)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Electronic equipment; Engineering; Simulation; Teaching methods

Minor Descriptors: Air conditioning; Numerical control; Radar; Refrigeration

Abstract: This discussion paper is confined to the definition of what use simulation might be within the boundaries of engineering and the teaching of engineering based subjects. Five simulators are described: 1) Radar Simulator; 2) Numerical Control Trainer; 3) Sheppard Training Simulator; 4) Electrical Trainer; 5) Electronic Simulator - 'Electronic Home Air Conditioner'. Problems related to the effectiveness of simulators within TAFE courses are discussed.

TD/VIC 13.13

Norbury M

It may give me a go: review of the vocational preparation course for girls. (trade and technical), conducted at Footscray College of TAFE. Footscray: Victoria. Footscray College of Technical and Further Education, 1985, 77(15)p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Educational alternatives; Nontraditional occupations; Program evaluation; Trade courses; Womens education

Minor Descriptors: Attitudes; Course descriptions; Educational opportunities; Education work relationship; Participant satisfaction

Abstract: A review of a program that was devised to create an awareness amongst a group of unemployed women, and to show the potential for them in pursuing a nontraditional career path. The report documents the pilot program that was intended by the college to break down barriers restricting the entry of girls to trade and technical training. The methodology used a combination of techniques including interviews, participant observation, employer evaluation, co-ordinator evaluation, examination of various documents used by the college and participants and trade teacher reports.

TD/VIC 13.14

Lewis B

Participation and equity in technical schools: barriers to access. Hamilton: Victoria. Barwon-South Regional TAFE Board, 1985, 84p. plus appendices.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Attitudes; Educational background; TAFE; Unemployment; Youth

Minor Descriptors: Questionnaires; Youth programs

Identifiers: Participation and Equity Program

Abstract: This report contains the results of a research project funded by the Commonwealth Government's Participation and Equity Program (PEP) in the Barwon-South Western Region. The main aim of the project was to find out what factors prevented the potential PEP clientele from participation in further education and training in TAFE. The age group covered was the 15 to 24 year olds who are unemployed and who have not completed a full secondary education. The research is confined to the Hamilton, Portland and Colac areas and includes documentation of existing mainstream TAFE programs.

TD/VIC 13.15

Smith M

Changes and issues affecting developments in TAFE: a discussion paper to consider issues relating to the structural recommendations of the Blackburn report. Melbourne: Victoria. TAFE Board, 1985, 19(27)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Educational change; State government; State departments of education; TAFE; Youth

Minor Descriptors: Educational planning; Education work relationship; Enrolment projections; Position papers

Identifiers: Blackburn Report (1985)

Abstract: This paper was prepared for the Minister for Education in Victoria who requested the Acting Chairman of the TAFE Board, Mr I Predl to provide 'working papers' which set out the broader context within which the specific Blackburn recommendations relating to educational structures will have to be evaluated. The paper was requested to consider: 1) Pressures on TAFE arising from increased economic activity and the employment and training policies of government; 2) The improved co-ordination arrangements necessary for the education and training systems to respond to the Government's economic, education and social policies. Also to draw from these issues the implications they will have for the Blackburn structural recommendations without directly commenting on the substance of the Blackburn recommendations. A commentary on the Work/Study component of the Government's Youth Guarantee Policy was included to show the effect of a program of this kind on all levels of the TAFE system.

TD/VIC 13.16

Storey G (ed)
English language skills: core and options. Melbourne: Victoria. TAFE Board, 1984, 208p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Communication skills; Course content; English curriculum; English teaching; Literacy

Minor Descriptors: Teaching guide; Writing skills

Abstract: This course provides detailed curriculum for English language skills. It has been designed for those students who have not satisfactorily completed Year 11 English and who wish to undertake TAFE Technician Certificates, TAFE Middle Level and C.O.T. Communication Skills. The course consists of 11 core units and 7 options.

TD/VIC 13.17

IDACH Pty Ltd
Educational needs of certain year 10 and ex-year 10 students: report to Bendigo Senior High School and Bendigo College of Technical and Further Education. Bendigo: Victoria. Bendigo College of Technical and Further Education. Bendigo High School, 1985, 88p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Needs assessment; Secondary education; Student attitudes; TAFE; Transition education; Year 10

Minor Descriptors: Attitudes; Investigations; Parent attitudes; Questionnaires; School leavers

Identifiers: Participation and Equity Program; Postcompulsory education

Abstract: The project had the following objectives: a) to investigate the education needs of young people in Bendigo who: i) are presently enrolled in a Year 10 program but whose needs are not adequately met by that program or other programs available; ii) leave school altogether after Year 10; iii) would be best served by a work-school inter-relationship which would enable them to study part-time; iv) wish to return to a general education at Year 11 level after having been in the workforce; b) to assess the size of the target groups; c) to assess the educational background of the target group; d) to analyse the educational needs of the target group for an education program designed to meet their requirements. Readers should find the report useful from two perspectives, firstly, as an indication of the extent and nature of possible action for young people who have left school before completing Year 12, and secondly, as a guide to action aimed at reducing the size of the early leavers' group.

TD/VIC 13.18

Gillespie C
Multiculturalism in TAFE: guidelines for TAFE providers. Melbourne: Victoria. TAFE Board, 1986, 17p.
ISBN 0724127038.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Guidelines; Multicultural education; Policy formation; TAFE colleges

Abstract: The TAFE Multicultural Education Policy (Victoria) stresses TAFE's commitment to providing education which reflects a multicultural society. It further recognises the need to develop positive strategies for this to be achieved. This document offers guidelines to assist TAFE providers to develop their understanding of what education for a multicultural society means in their own provider community multicultural education policy. The guidelines are presented as a check list of questions which should not be seen as prescriptive: rather, they can be used as a guide to the processes of development, implementation and review of a multicultural education policy.

TD/VIC 13.19

Naylor C
Advanced English language program TAFE Victoria, 1985. Preston: Victoria. Preston College of TAFE, 1986, 29p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: English (Second language); English for special purposes; Program evaluation; TAFE students

Minor Descriptors: Course objectives; Statistical data; Teacher attitudes

Identifiers: Advanced English Language Program

Abstract: This was produced as a document inviting input from interested parties. There are 2 sections to the report, they are: 1) introduction and statistical data (course and student profiles); 2) program reports completed by college/provider-based teachers, (includes aims, objectives, issues and perspectives).

TD/VIC 13.20

Hamel-Green M
Educational needs at Pentridge: a survey of students, teachers and prison staff. Melbourne: Victoria. Pentridge Prison. Education Centre Council, 1985, 94p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Correctional education; Needs assessment; Prisoners; Surveys; TAFE

Minor Descriptors: Adult education; Data collection; Distance education; Institutional personnel; Student attitudes; Teacher attitudes

Identifiers: Prison officers; Prisoner attitudes

Abstract: A survey of student, teacher and prison staff perceptions of educational needs in Melbourne's largest prison complex. 101 students, all 14 of the education centre's teachers and 11 custodial staff were surveyed on a wide range of educational issues. Survey results are presented in 51 tables with accompanying analysis and discussion, with separate analyses of student perceptions, teacher perceptions, and prison staff perceptions. The results are summarised in a concluding section. Of particular relevance to TAFE are the findings that: 1) vocationally-oriented TAFE courses were most commonly preferred by prisoners; 2) teachers placed high priority on both basic education skills (literacy, numeracy) and vocational training; 3) that teachers stressed the need for more TAFE sessional staff involvement in the centre's programs. The report concludes with proposals for further research, including the need for a comprehensive study of the TAFE role in prison education.

TD/VIC 13.21

ERU Research Services Pty Ltd
Study of alternative locations for Hospitality Studies Training Facility to be located in the Southern-Westernport TAFE region. Camberwell: Victoria. Hassell Planning Consultants Pty Ltd, 1984, 55p.

Format: Hard Copy; Mfiche

Availability: Hassell Planning Consultants Pty Ltd, Att: Mr Terry Heap, c/- 1 Exhibition Street, Melbourne VIC 3000

Price: Hard Copy ($11.00); Mfiche (Free)

Major Descriptors: Facility planning; Feasibility studies; Food service education; Site selection; TAFE colleges

Minor Descriptors: Place of residence; Transport

Identifiers: Hospitality

Abstract: This report, prepared for the Southern-Westernport Regional TAFE Board, is an evaluation of alternative locations for a Hospitality Studies Training Facility, based on an analysis of respective advantages and disadvantages of locations at Dandenong, Frankston and Moorabbin in Victoria. The text is divided into 6 sections: 1) introduction; 2) summary and recommendations; 3) definition of TAFE college catchments; 4) locational criteria for Hospitality Studies Training Facility; 5) other location factors and issues; 6) appendix, incorporating a reference list. The publication analyses data from the Industrial Training Commission, the Australian Bureau of Statistics and the Victorian Tourism Commission, and features considerable use of material from TAFE colleges.

TD/VIC 13.22

Carter S; Christophers S
The identification of key job competencies required by middle managers for the effective usage of advanced technology. Moorabbin: Victoria. Moorabbin College of Technical and Further Education, 1986, 76p.

Format: Hard Copy; Mfiche

Availability: Moorabbin College of TAFE, 488 South Road, Moorabbin VIC 3189

Price: Hard Copy ($10.00); Mfiche (Free)

Major Descriptors: Automation; Competence; Middle management; Occupational information; Technology

Minor Descriptors: Data processing; Electronic equipment; Input output devices; Questionnaires; Tables (Data)

Identifiers: Office automation

Abstract: This study aims to identify the key job competencies required by middle managers for the effective usage of advanced technology. An analysis of data gathered from the literature review, mail survey and personal interviews indicates that middle managers need to be competent in: 1) keyboarding; 2) the use of a visual display unit; 3) use of a local area network; 4) communicating with others, especially those using advanced technology equipment; 5) the use of computer terminology and abreast with changing technology; 6) health and safety requirements.

TD/VIC 13.23

Naylor C
The perceptions of mainstream TAFE staff teaching PEP students. Box Hill: Victoria. Box Hill College of Technical and Further Education, 1986, 43(14)p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Evaluation; Participation; TAFE; Teacher attitudes; Youth programs

Minor Descriptors: Questionnaires; Transition education

Identifiers: Participation and Equity Program

Abstract: A planning session of August 20, 1986, decided to elicit views from mainstream TAFE teachers concerning their involvement with Participation and Equity Programs and with PEP students at the Box Hill, Frankston, Prahran and Shepparton Colleges of TAFE. Questionnaires and covering letters were mailed to Programs. Completed questionnaires were returned to the Facilitator who drafted responses for each college. Covering letter and questionnaire are contained in the appendix as well as data collected from a student workshop.

TD/VIC 13.24

Victoria. TAFE Board
Comments on regional TAFE Board responses to the structural recommendations of the Blackburn committee. Melbourne, 1985, 21p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: College school cooperation; Educational change; Secondary education; TAFE

Minor Descriptors: Year 11; Year 12

Identifiers: Blackburn Report (1984); Postcompulsory education; Regional TAFE Boards (VIC); TAFE school cooperation; Victorian Certificate of Education

Abstract: The Ministerial review of postcompulsory schooling (Blackburn Report) was commissioned to: 1) review current educational and training provision for fifteen to nineteen year olds who are not in full-time or part-time courses in higher education or in TAFE courses associated with concurrent employment; 2) develop a discussion paper addressing the issues arising in educational provision for this group; 3) organise widespread discussion of the statement and consideration of its implications; 4) establish working parties to explore particular issues raised by the discussion paper and, in the light of the advice of these working parties and of public discussion, formulate proposals for action by those agencies with responsibility for specific activities and by the government in respect of general policies. This report records the comments from the Regional TAFE Boards on the implications of the implementation of the Blackburn structural recommendations. They are very detailed and provide valuable information from a regional perspective. The Blackburn recommendations will accompany these comments.

TD/VIC 13.25

Victoria. TAFE Board
TAFE policy for programs in a corrective environment. Melbourne, 1986, 3p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Correctional education; Educational policy; State departments of education; TAFE

Abstract: The TAFE Board recognises its responsibility to provide access to education to all persons including those in the corrective environment by: 1) providing courses on flexible terms accessible within the corrective environment; 2) giving dual attention to the policies of equality of access and devolution of power to ensure that training needs are met on a statewide basis; 3) providing programs which give opportunities for re-adjustment to society to all groups in corrective environments. The policy includes principles and strategies for implementation of the policy programs and planning.

TD/VIC 13.26

Rutter A

An evaluation study of the educational technology unit of the Box Hill College of Technical and Further Education. Box Hill: Victoria. Box Hill College of Technical and Further Education, 1986, 46p. plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Ancillary school services; Educational technology; Evaluation; Organisational effectiveness; TAFE colleges

Minor Descriptors: Pilot projects; Questionnaires; Surveys; Teacher attitudes

Identifiers: Ancillary college services

Abstract: The paper documents the process followed during a pilot evaluation project at a college of technical and further education in the eastern suburbs of Melbourne. The reasons given for the choice of department for the pilot project are outlined. The research design is documented and the reasons given for extending the research process. The role of the Applied Research and Development Unit at Phillip Institute of Technology is discussed, and, the merits of using an advisory service are provided. The various reporting levels followed during the pilot project are outlined. The recommendations developed from the research process are provided in the Appendices. In conclusion, a critical eye is cast over the process and documentation is provided for future evaluation projects within the Box Hill College of TAFE. In particular, the importance of reference committees in the sensitive area is endorsed; the importance of the use of triangulation in the research process is stressed, and problems with adequacy of data in answering research questions are documented.

TD/VIC 13.27

Richardson L

Interlink feasibility study: technology, access and participation in vocational training; a proposal for a pilot open learning project in Victoria. Melbourne: Victoria. TAFE Board, 1986, 3v. (v.1-43p; v.2-45p; v.3-6p.)

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Distance education; Educational alternatives; Extension education; Feasibility studies; TAFE

Minor Descriptors: Computer assisted teaching; Course descriptions; Educational equipment; Electronics; Office occupations education; Teleconferencing

Identifiers: Interlink; Small business education; Open learning; Telematics

Abstract: Interlink is a proposed two year pilot to trial and explore in the outer eastern metropolitan area: 1) decentralised access to vocational training; 2) use of communication technologies in course delivery; 3) management issues which arise from this form of training delivery. Interlink aims to link the Outer Eastern College of TAFE, Box Hill College of TAFE, Victorian TAFE Off-Campus Network, four community learning centres and schools in a carefully implemented and evaluated use of communication technology in vocational training. Technologies will include audio-conferencing, facsimile transmission, computing networks and bulletin boards. The report details the way in which Interlink will operate, courses and subjects to be offered, delivery strategy, etc. Volume 1: Feasibility study, Volume 2: Appendices, Volume 3: Summary.

TD/VIC 13.28

Worthy F

Multicultural project: final report. Frankston: Victoria. Frankston College of Technical and Further Education, 1985, 55p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Equal education; Ethnic groups; Multicultural education; TAFE

Minor Descriptors: Curriculum evaluation; Educational policy; Interviews; Needs assessment; Non English speaking

Identifiers: Dandenong College of Technical and Further Education; Tertiary Orientation Program

Abstract: In 1985 a Multicultural Unit was established as part of the Migrant Education Unit in the Frankston College of TAFE. A Multicultural Working Party was formed with representatives from Migrant Education, General Studies, the Educational Resource Centre and the Equal Opportunity Officer. The project achieved the following: 1) formulation of a policy for the College on Equal Opportunity (Multiculturalism); 2) discussions with nine ethnic community groups in the College catchment area to disseminate information on TAFE and discuss their needs; 3) the production of an ethnic profile of the

College catchment area; 4) translation of College promotional materials into two languages, and arrangements made for two more; 5) promotion of the English classes for migrants through the health workers in the area; 6) a survey of General Studies curricula from the point of view of multiculturalism; 7) the commencement of a collection of multicultural material in the ERC; 8) moves to bring together the community language teachers for discussions on courses, materials, staff development; 9) formation of an Advisory Group to monitor the implementation of the policy on multiculturalism. The report is accompanied by an interim report which focuses on the catchment area of Dandenong College of TAFE.

TD/VIC 13.29

Ada I D; Maclean D N A
Evaluation of a Further Certificate in Farming course. Longerenong: Victoria. Victorian College of Agriculture and Horticulture. Longerenong Campus. 1985. 15 (17)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Agricultural education; Course evaluation; Farm management; TAFE

Minor Descriptors: Followup studies; Participant satisfaction; Questionnaires

Abstract: The purpose of the study was to evaluate the achievement of the course objectives as perceived by the Department of Agriculture and Rural Affairs, the Victorian College of Agriculture and Horticulture and the course participants. The study also sought information for the improvement of the course program.

The selection of a specific course, for evaluation, was determined by the next available course to be conducted. The pre course questionnaire was distributed to every participant of the course. Of the 28 questionnaires distributed 21 were returned. All 21 participants were provided the first post course questionnaire with nine of the 21 receiving the subsequent and final questionnaire twelve months later. The two post course questionnaires were conducted as interviews.

The Victorian College of Agriculture and Horticulture and the Swan Hill Centre of the Department of Agriculture and Rural Affairs developed four objectives for the evaluation. In interpreting the results eight hypotheses were developed to evaluate the objectives of the study.

Overall the study found the objectives of the course were achieved. It was considered the Swan Hill Centre of the Department of Agriculture and Rural Affairs and Victorian College of Agriculture and Horticulture - Longerenong should continue to co-operate in future courses in the Mallee region.

TD/VIC 13.30

Hill I S
Investigation into problems apprentices may experience with their apprenticeship school courses in relation to previous study. Bundoora: Victoria. La Trobe University. Centre for Comparative and International Studies in Education, 1985, 130p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Basic skills; Investigations; Learning problems; Masters theses

Minor Descriptors: Educational background; Interviews; Literature reviews; Questionnaires; Research methodology; Student attitudes; Teacher attitudes

Abstract: This work is an investigation of the problem apprentices may experience with their apprenticeship schooling courses in relation to previous study. In particular, it aims to look at the perceptions of apprentices of their previous schooling experience and the views of secondary/trade teachers of the educational and social problems of students and apprentices. The study was designed to survey existing literature, and, supplemented by interviews and questionnaires, aims to ascertain where difficulties might be experienced by apprentices in an overall educational context.

TD/VIC 13.31

Oldham G
Media catalogue: plumbing course 32 CDA. Hawthorn: Victoria. Swinburne College of Technical and Further Education, 1985?, 70p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Audiovisual aids; Curriculum materials; Indexes; Plumbing; Resource materials

Minor Descriptors: Videotape cassettes

Abstract: This catalogue has been prepared to enable the user to quickly identify readily available audio visual programs which are suitable for use in conjunction with the work units contained in the plumbing course 32 CDA. Only audio visual programs which have copyright release for use in Victorian TAFE colleges have been listed. A current order form from Moorabbin College of TAFE and A.V.E.C. have been included at the back of the catalogue.

TD/VIC 13.32

Miller J; Wallace C
Education for a multicultural society: responses from the post secondary sector; an annotated bibliography. Melbourne: Victoria. TAFE Board, 1985, 46p.
ISBN 0724160078.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Annotated bibliographies; Multicultural education; Postsecondary education

Minor Descriptors: Migrant education; Non English speaking; TAFE

Identifiers: United Kingdom; United States

Abstract: This bibliography has been prepared for those wishing to explore issues in education for a multicultural society at the TAFE level. It is a select list of literature reviewing: 1) post-secondary (TAFE or equivalent) responses to the educational needs of persons of non-English speaking background; 2) structural and curriculum changes made in post-secondary (TAFE or equivalent) institutions as a response to the above needs. The bibliography is not a listing of classroom materials and resources. It contains books, journal articles, reports and papers appearing from 1974 to the present. Items from Australia, the U.S.A., Great Britain and Sweden have been included, these countries being considered amongst the most innovative and experienced in this field of education.

TD/VIC 13.33

Fitzgerald R T (ed)
Training for Australia's future: proceedings of the invitational conference held at the Hilton International Melbourne on 27 March 1985. Burwood: Victoria. Victoria College. Burwood Campus. Public Policy Research and Development Centre, 1985, 94p.

Format: Hard Copy; Mfiche

Availability: Victoria College, Burwood Campus, 221 Burwood Highway, Burwood VIC 3125

Price: Hard Copy ($9.00); Mfiche (Free)

Major Descriptors: Job training; Labour market; Long range planning; Youth employment; Youth opportunities

Minor Descriptors: Conference proceedings; Education work relationship; Trade courses; Unemployment

Identifiers: Kirby Report (1985); Youth policy; Youth Traineeships Scheme

Abstract: Proceedings of the invitational conference held at the Hilton International Melbourne on 27 March 1985, Victoria College, Faculty of Business, Public Policy Research and Development Centre, August 1985. Organised to promote practical ways of implementing the Kirby Report on Labour Market Training, the national conference of March 1985 has produced an account of proceedings. These include papers by: 1) The Rt. Hon. R J Hawke; 2) Mr Peter Kirby; 3) Dr Peter Wilenski; 4) Ms Judith Sloan. The speakers and related discussions cover such issues as overall strategy, youth traineeships and trade training. How will disadvantaged youth benefit? How will the training wage be implemented? What incentives and support will employers receive? How will the scheme be co-ordinated? Specific matters of this nature call for detailed responses.

TD/VIC 13.34

Caven P; McLennan B
Work curriculum. Hawthorn: Victoria. Swinburne College of Technical and Further Education, 1986, 64(52)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Course content; Employment; Prevocational education; Teaching guides; Youth programs

Minor Descriptors: Employer employee relationship; Equal opportunities (Jobs); Labour relations; Occupational safety and health; Responsibility

Identifiers: Participation and Equity Program; Worker responsibility; Youth guarantee

Abstract: This course is designed for prevocational and vocational programs in TAFE. It consists of three units comprising about 40 hours of study: 1) Unit 1: Work can mean many things; 2) Unit 2: What is it like at work; 3) Unit 3: Work is changing. Each unit includes both suggested classroom activities and resource material that can be used in conjunction with each other. The range of activities are designed to be applicable to various groups of students.

TD/VIC 13.35

Blachford K

Orientations to curriculum in TAFE. Melbourne: Victoria. Hawthorn Institute of Education, 1986, 104p. plus appendices.

ISBN 0867911441.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Curriculum research; Systems approach; TAFE; Teaching systems

Minor Descriptors: Citations (references); Formative evaluation; Summative evaluation

Abstract: This report is the first part of a two part scheme and is to be followed by a complementary project entitled "Adaptation of Curriculum Models in TAFE". This report from the first study is intended to inform the policy making process, but it does not represent TAFE Board policy. This project explores curriculum models currently in use in modern educational practice and groups them according to common characteristics and applies them to the development of TAFE programs in streams 2000 and 3000. The project aims and objectives were: 1) to describe the key features in existing curriculum models; 2) to compare various approaches; 3) to list the applicability of various models; 4) to apply models to relevant TAFE programs.

TD/VIC 13.36

Sunraysia College of TAFE

Sunraysia College of TAFE: internal evaluation. Mildura: Victoria. 1986, 10 (14)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Institutional evaluation; Organisational effectiveness; Research methodology; TAFE colleges

Minor Descriptors: Questionnaires

Abstract: The report contains information on selection of profile team and training of profile team including: 1) modification of instruments; 2) survey work; 3) hard data collection; 4) collation and analysis of responses. Extensive profile team comments and a conclusion are reported. The Appendices contain technical data and the responses to questionnaires issued to staff and students. The final report, 'Report of internal evaluation: pilot project for Victoria', is a confidential report to the college council and is not available.

TD/VIC 13.37

Ryrie Jones A

Making moderation work: the history of a successful consensus moderation scheme. Preston: Victoria. Preston College of Technical and Further Education, 1984, 46p.

ISBN 0958965404.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: English; Grading; Student assessment; Year 12

Identifiers: Moderation; Tertiary Orientation Program

Abstract: An historical account of the development of a consensus moderation scheme for the Tertiary Orientation Program English in Region 08 (Victoria), tracing events in the Region from the 1960's to 1984. A full description of the scheme, the organisation framework surrounding it, and the process of problem-solving undertaken to create it, is given. Some indication of wider changes occurring in the education system, the political and institutional difficulties, and the cost to participants, is included.

TD/VIC 13.38

Bruce K; Sanders D

Commercial data processing certificate stages one and two (first semester) - resource material. Preston: Victoria. Preston College of Technical and Further Education, 1985, 110p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Business education; Computer programs; Data processing; Resource materials; Teaching guides

Minor Descriptors: Problem solving; Programming

Abstract: This report was prepared to provide suitable resource material for stages one and two of the commercial data processing certificate. The material has been prepared and used by teachers of this certificate at Preston

College of TAFE. The report is divided up into the following unit areas where material has been prepared: 1) business orientation; 2) introduction to data processing; 3) commercial systems; 4) problem solving techniques; 5) programming. Some of the material covers requirements of the second semester unit.

TD/VIC 13.39

Leihy D; Smith R J H
Yallourn College of TAFE: organisation review June 1985. Melbourne: Victoria. TAFE Board. Management Review, 1985, 55p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: College administration; Institutional characteristics; Institutional evaluation; Organisational effectiveness; TAFE colleges

Abstract: The terms of reference of the review study was to examine the organisation requirements of Yallourn College of TAFE and make recommendations to the Director and College Council on organisational structure, future and present. The consultants assigned to the project developed a review methodology including interviews with all management staff of the college and other specialists to obtain information on roles, accountabilities, internal and external relationships, adequacies of support services, program planning and review approach, organisational problems and suggestions for improving organisational arrangements and structuring of the college. The study made forty recommendations to assist the College Council establish an organisational framework suitable for the college.

TD/VIC 13.40

Gordon Technical College. Curriculum Services Unit
Task analysis and syllabus preparation for Further Certificate of Applied Social Science (Child Care Administrator). Geelong, 1985, 40(20)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Child care occupations; Curriculum development; Middle management; Needs assessment; Task analysis

Minor Descriptors: Administrator attitudes; Course description; Questionnaires; Research methodology; TAFE

Identifiers: Prahran College of TAFE

Abstract: The purpose of the study is to identify the administrative needs of child care directors in both Melbourne and Geelong; to match these needs against the Further Certificate of Business Studies (Management) and the non-accredited administration unit; to make recommendations which can be used in the development of an administration course for child care workers. The report contains an analysis of duties/tasks of child care workers in administrative positions; an evaluation of administration units offered by the Prahran College of TAFE and an analysis of the Further Certificate of Business Studies (Management).

TD/VIC 13.41

Gordon Technical College. Curriculum Services Unit
Review of the Further Certificate of Business Studies (Management). Geelong, 1984, 126p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Business education; Course evaluation; Middle management; TAFE

Minor Descriptors: Course descriptions; Questionnaires; Student attitudes; Teacher attitudes

Abstract: A review to determine the relevance of the knowledge skills and attitudes covered in the course; whether current course emphasis was appropriate and to recommend where necessary changes or improvement to the course. The review consists of two main instruments - a questionnaire to all graduates of the course and a questionnaire to teachers of the course units. This review is the third formal evaluation of the course. In 1981 J. Lechmus and C. J. Moore conducted a 'Pilot Program Evaluation of the Further Certificate of Business Studies (Management)'. The second evaluation of the course was conducted during 1982 by A. Younger and M. Bell and was titled an 'Opinion-Based Evaluation of the Further Certificate of Business Studies (Management)'.

TD/VIC 13.42

Quinn P J
Evaluation of the Farm Trades apprenticeship in Victoria. Ballarat: School of Mines and Industries Ballarat, 1985, 26(18)p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Course evaluation; Farm occupations; TAFE

Minor Descriptors: Advisory committees; Employer attitudes; Questionnaires; Student attitudes; Teacher attitudes

Identifiers: Shepparton College of Technical and Further Education

Abstract: Course evaluation of the Farm Trades Apprenticeship involving instructors, employers, farm apprentices and some Advisory Committees. The evaluation looked at the implementation of the 'draft' course written in performance objectives, and identified twenty four (24) recommendations and issues for future implementation in relation to the course delivery and documentation.

TD/VIC 13.43

Victoria. TAFE Board
Annual statistical collection students: 1985 Victoria. Melbourne, 1986, 213p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Enrolment; Statistical data; TAFE students

Minor Descriptors: Adult education; Apprenticeships; Full time students; Trade courses; Vocational education

Abstract: The 1985 statistics draw a clear distinction between those programs classified to the vocational and preparatory streams of TAFE (Streams 1-5; Division A) and programs classified to the Adult Education Stream (Stream 6; Division B). While both divisions collect data in respect of net students in TAFE at various levels of reporting, the range and detail of data collected is substantially greater for Division A than Division B. Consistently for both divisions however, the requisite statistic is a student statistic; that is, within a given level of reporting for a particular division, no student is counted more than once, even where that student records a number of valid and separate enrolments at that level (in that division) within the reference period. A statement is sought for each division separately of the net number of students who participated in TAFE during the reference period. Additional reports for individual providers are given on microfiche only.

TD/WA 13.1

Aylward T B
Block release versus day release attendance of fitting and machining apprentices. Perth: Western Australia College of Advanced Education. Churchlands Campus, 1984, 32p. (Unpublished project as partial fulfilment for a Graduate Diploma in Educational Administration, Churchlands Campus Western Australian College of Advanced Education.)

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Block release; Day release; Fitting and machining; Trainees

Minor Descriptors: TAFE students; TAFE teachers

Identifiers: Apprentices

Abstract: The purpose of this study was to investigate the attitudes that Fitting and Machining lecturers held regarding the adoption of a block release attendance pattern instead of day release for apprentices in their area of study. A questionnaire was completed by a majority of the lecturers contacted. The attitude of the lecturers to block release was discovered to be extremely negative and many specific disadvantages were named. The results of the survey indicate that further research would be beneficial to provide a complete coverage of the subject.

TD/WA 13.2

Western Australia. Technical Education Div. Aboriginal Access
Film making - video production, Broome September/October 1985: course report. Perth: 1985, 11p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Film production; Videotape recordings

Minor Descriptors: Noncredit courses

Abstract: The Broome Aboriginal Liaison Officer was approached by a number of Aboriginal people who were keen to learn film making (video) for both occupational and recreational reasons. A course was designed to enable them to make small film clips for use in reporting and promotion of community projects, youth programmes etc. and for private use at sporting activities and family events. The course, which was held in Broome, WA lasted two weeks and was run by Chris Moreton, a professional journalist and film maker.

TD/WA 13.3

Western Australia. Technical Education Div. Aboriginal Access
PEP/TAFE Aboriginal Access. Roebourne 1985: course report. Perth, 1985, 14,(20)p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Communication skills; Daily living skills; Job skills

Minor Descriptors: Disadvantaged youth

Identifiers: Participation and Equity Program

Abstract: The PEP (Participation and Equity Programme) course in Roebourne, WA, caters for some of the most disadvantaged youth in Australia. Because young Aboriginal people feel caught between two cultures, they have been unable to gain the benefits of full participation in education. For this reason, it was seen as necessary to modify the approach and teaching methods, when dealing with these students. One of the main aims of the PEP course was to promote self-motivation in the students. Another was to give those students who completed the twelve week course, some sort of base on which to develop further skills. The programme was developed according to student needs and wishes, incorporating vocational skills, communication skills, life and social skills, planning for life and recreation.

TD/WA 13.4

Western Australia. Technical Education Div. Aboriginal Access
TAFE Aboriginal Access course, 1985: Balga, Fremantle, Geraldton Regional, Great Southern Regional, Leederville, Midland, South West Regional and Thornlie Colleges of TAFE. Perth, 1985, 95p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Aboriginal students; Adult literacy; Communication skills; Numeracy

Minor Descriptors: Daily living skills; Individual development

Abstract: This document combines reports from the eight colleges of TAFE involved in TAFE Aboriginal Access courses. Each college reports on the activities carried out during the year, and makes recommendations and suggestions for improving and consolidating the courses offered. Broadly, the instructional programme is about 26 hours per week for 36 weeks. The majority of the instructional time is devoted to the development of communication and mathematical skills. The remainder of the weekly timetable is devoted to a range of social, vocational and personal development activities.

TD/WA 13.5

Bredemeyer R H; Coatney V
Secondary school changes affecting Technical and Further Education in Western Australia. Perth: Western Australia. Technical Education Div. 1985, 44p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational change; Secondary education; Student certification; TAFE

Minor Descriptors: Curriculum development; Postsecondary education

Identifiers: Beazley K E; McGaw B; Secondary Education Authority

Abstract: Since the first meeting of the Secondary Education Authority in February 1985, members have been working hard to implement constructive change within secondary schools. A massive amount of paper work has been done by most members and many hours have been spent in discussion and debate on educational issues with particular regard to the implementation of Beazley and McGaw recommendations. It is the purpose of this paper to report significant changes that have occurred to date with regard to the secondary school system, particularly emphasizing modifications that affect TAFE. The Authority is still in the midst of debate on many issues and as a result some important decisions and much change will continue to occur well into the future. This report will therefore present only those ideas that will affect TAFE directly and have had firm decisions made about them.

TD/WA 13.6

Farren R
A Feasibility study on the use of laser videodisc technology in TAFE external studies. Perth: Western Australia. Technical Extension Service, 1985, 30p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Audiovisual aids; Distance education; External study programs; TAFE; Videodisc recordings

Minor Descriptors: Feasibility studies

Abstract: There has been a considerable amount written about the application of laser videodisc technology to education and training. Generally, the writers have been extremely enthusiastic in their appraisals of the medium. This caused the writer to become interested in the possibility of using the technology to overcome the difficulties being experienced in the use of slide-tape presentations to support TAFE external studies programmes in Western Australia. The practicalities of assembling a large number of slides onto videotape, in preparation for the mastering of a disc, proved to be more difficult than had been anticipated. In addition there were difficulties in achieving the required interface between commentary and control program, so that it became necessary to expand the scope of the investigation. In considering the implications of trying to provide student access to the technology, it became clear that any extensive network of access points would need to depend upon the establishment of uses in addition to external studies. For these and other reasons, the conclusion is that, in most cases, videodisc is not a viable proposition for TAFE external studies, and that the main applications of the technology will continue to be in the commercial field in selling, training and promotion.

TD/WA 13.7

Blake A
A blueprint for industry seminars: agriculture in the south-west of Western Australia. Perth: Western Australian Institute of Technology. Div of Arts, Education and Social Sciences, 1985, 107p. (Unpublished project submitted in partial fulfilment of a Diploma of Teaching (TAFE), Western Australian Institute of Technology, Faculty of Education.)

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Community action; Needs assessment; Self help programs; Seminars; Workshops

Minor Descriptors: Agriculture; Community surveys

Abstract: This paper is a guide to the organizing and running of seminars in industry or the community, by TAFE lecturers. Although it was used to evaluate needs, problems and likely solutions in an agricultural community, the format could be adapted easily to cover other situations. The aims of the paper are to provide practical guidance for off-campus groups through a short series of seminars; to help bridge the gap between economic problems in industry, and the running of formal tertiary education programmes subsequently designed to alleviate these problems; to collect statistics that can be used by these industry groups to form the basis of remedial education programmes, and to stimulate self-improvement.

TD/WA 13.8

Edmunds G
Staff development needs analysis - S-DNA. Perth: Western Australia. Technical Education Div. Staff Development Section, 1986, 41p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Academic staff development; Evaluation needs; Inservice teacher education; Need analysis; Needs assessment; Staff development; TAFE teachers

Minor Descriptors: Inservice education

Abstract: TAFE as an organisation must remain flexible and responsive, so that it not only copes with the rapidly changing nature of demands placed upon it for vocational education, training and personal development, but also is in the vanguard of those changes. Staff, as the key resource in the Division therefore, must be updating their knowledge, skills and educational policies and practices on a regular basis throughout their careers. At an organisational level, the need for planning, co-ordination and administration of this process has never been greater. This paper introduces a management model to identify, design and deliver Staff Development programmes that are the sum of the needs of individual integrated into the complete TAFE system of curricula, resources, technology and teaching strategies all within the context of TAFE policies.

TD/WA 13.9

Western Australia. Technical Education Div.
Corporate plan and management system 1986-1988. Perth, 1986, 52p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Administrative policy; Educational administration; Educational planning; TAFE

Minor Descriptors: Organisational objectives

Identifiers: TAFE Corporate Planning System

Abstract: The Directorate of TAFE in Western Australia, with the assistance of extensive input from many sources, internal and external to the Division, has recently completed a major review of management and planning processes. As an outcome of this review, a new integrated planning and executive decision - making system is being produced. The system is based on a Corporate Plan, set out on pages 27-48 of this document. This decision making process, which involves a combination of central goal-setting and extensive participation in planning at a local level, has been called the 'TAFE Corporate Planning System'.

TD/WA 13.10

Farren R

The need for new methodologies in education and training. Perth: Western Australia. Technical Extension Service, 1985, 8p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational methods; Learning processes; TAFE; Teaching methods; Training methods

Minor Descriptors: Educational technology

Abstract: In this paper, the author argues that because funding restrictions in TAFE are unlikely to change for the better, TAFE should be approaching the problem by trying to improve the cost effectiveness of its operation. To do this, he suggests that efforts should be made to evaluate educational effectiveness and some thought given to the introduction of new methods and technology.

TD/WA 13.11

Collins G

An analysis of the implications to technical training from technological change in the metal fabrication industry. Perth: Western Australian Institute of Technology. Div. of Arts, Education and Social Sciences, 1986, 14p. (Unpublished project as partial fulfilment of a Diploma of Teaching (TAFE), Faculty of Education, Western Australian Institute of Technology.)

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Metal industry; Metal trades; Skilled workers; TAFE; Welding

Minor Descriptors: Sheetmetal work; Staff development

Identifiers: Boilermaking

Abstract: This paper examines the effects that technological change in the metal fabrication industry has had on technical training. The author sees the main areas of change as the increased use of stainless steel and aluminium alloys as fabrication materials, the introduction of the controlled drop transfer and the erosion of traditional marking out skills due to the adoption of computer-aided-design systems. Included is a review of the need for staff development and industrial release for all teaching staff.

TD/WA 13.12

Boaden A

Technological change and its probable effect on the future of woodmachining. Perth: Western Australian Institute of Technology. Div. of Arts, Education and Social Sciences, 1985, 11p. (Unpublished thesis as partial fulfilment of a Diploma of Teaching (TAFE), Faculty of Education Western Australian Institute of Technology.)

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Furniture industry; TAFE; Technological change; Woodworking

Minor Descriptors: Industrial training

Abstract: The purpose of this paper is to focus on the probable effects of structural and technological change upon the furniture industry within Australia and, in particular, the future role of the woodmachinist tradesman. The writer argues that although computerized woodworking machines are available, they are suitable only for large scale production. The situation in Australia, where the industry is highly fragmented, with a majority of furniture manufacturers employing less than 20 people, means that many of these are producing custom built furniture. For this reason, he sees the role of the skilled woodmachinist playing an important role in furniture production. TAFE is seen as having an important role to play in the training and re-training of workers in the future. In addition, greater leisure time, with a corresponding growth in hobby courses, means that TAFE will be required to play an increased role in providing courses for these people.

TD/WA 13.13

Tomkinson D E

Factors affecting curriculum development: the time and financial aspects. Perth, 1986, 19p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Financial needs; Human resources; Operating expenses; Resource allocation

Minor Descriptors: Costs

Abstract: Time and finance influence curriculum development in many ways. Nearly all of the decisions that are involved in this process are affected by the degree to which these resources are available. Moreover, the nature of the curriculum development process itself may be influenced greatly by these factors. Inevitably the end product, as well as the success of its implementation is affected. In this paper these effects are outlined and examples given, the contextual factors which influence the allocation of time and finance to curriculum development considered, practical guidelines for dealing with constraints given and future trends for curriculum development explored.

TITLE INDEX

Access . . . accreditation . . . awards . . . articulation . . . a key role for TAFE — TD/NSW 13.17
Advanced English language program TAFE Victoria, 1985 — TD/VIC 13.19
Alternative energy/power generation and systems: feasibility report — TD/QLD 13.6
An analysis of the implications to technical training from technical training from technological change in the metal fabrication industry — TD/WA 13.11
Annual report 1985-6 — TD/VIC 13.2
Annual Report 1 July, 1985-30 June, 1986; TAFE National Centre for Research and Development Ltd — TD/TNC 13.15
Annual statistical collection students: 1985 Victoria — TD/VIC 13.43
Application of renewable energy technologies: TAFE national curriculum project — TD/QLD 13.7
Architectural brief: Hills College of TAFE — TD/SA 13.21
Assembly line to landscaping: a case study of a landscape construction course for retrenched car manufacturing workers — TD/QLD 13.3
Aussat trial: proposed TAFE projects, 31st January 1986 - 30th June 1987 — TD/QLD 13.17
Australian Journal of TAFE Research and Development Vol.2 No.1, 1986 — TD/TNC 13.7

Bibliography covering all aspects of vocational training — TD/TNC 13.13
Block release versus day release attendance of fitting and machining apprentices — TD/WA 13.1
A blueprint for industry seminars: agriculture in the south-west of Western Australia — TD/WA 13.7
Brisbane regional study, report no. 1: preliminary assessment of TAFE demand and possible strategies — TD/QLD 13.23

CAD/CAM Awareness Program. Seminar, Brisbane, 1986. Seminar papers — TD/SA 13.16
CAD/CAM Awareness Program. Seminar, Adelaide, 1986. Seminar papers — TD/SA 13.17
CAD/CAM Awareness Program. Seminar, Perth, 1986. Seminar papers — TD/SA 13.18
CAD/CAM Awareness Program. Seminar, Melbourne, 1986. Seminar papers — TD/SA 13.19
CAD/CAM Awareness Program. Seminar, Launceston, 1986, Seminar paper — TD/SA 13.20
CAD/CAM Awareness Program. Seminar, Sydney, 1986. Seminar papers — TD/SA 13.24
Changes and issues affecting developments in TAFE: a discussion paper to consider issues relating to the structural recommendations of the Blackburn report — TD/VIC 13.15
Comments on regional TAFE Board responses to the structural recommendations of the Blackburn committee — TD/VIC 13.24
Commercial data processing certificate stages one and two (first semester) - resource material — TD/VIC 13.38
The community college concept: what can we learn from Canada's experience? — TD/VIC 13.9
Community languages in TAFE — TD/VIC 13.5
A comparison of subjective and objective practical assessment techniques for the Bricklaying Trade Course — TD/NSW 13.19
The composition of college councils — TD/SA 13.6
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 1, casting forging sub-section — TD/SA 13.9
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 2, structural, railway sub-section — TD/SA 13.10
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 3, materials processing, agricultural and industrial machinery sub-section — TD/SA 13.11
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 4, aircraft, automotive and marine sub-section — TD/SA 13.12
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 5, electrical, electronics sub-section — TD/SA 13.13
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 6, chemical, plastics and dies sub-section — TD/SA 13.14
Computer aided design/draughting and computer aided manufacturing: resource materials compendium; book 7, general sub-section — TD/SA 13.15

Computer managed learning in technical and further education: an evaluation report – TD/VIC 13.8
Corporate plan and management system 1986-1988 — TD/WA 13.9
Course accreditation: manual of procedures -- TD/NSW 13.1

A decade of TAFE: a national perspective of TAFE, 1974-1984 — TD/QLD 13.19
Directory of adult basic education programs in Queensland (including adult literacy/numeracy programs, adult migrant education services, advanced English language programs for migrants) — TD/QLD 13.20
Documentation of the development and design of the Course Award in Vocational Education (Tertiary Introduction) Elizabeth College of TAFE — TD/SA 13.2

Educational needs at Pentridge: a survey of students, teachers and prison staff — TD/VIC 13.20
Educational needs of certain year 10 and ex-year 10 students: report to Bendigo Senior High School and Bendigo College of Technical and Further Education — TD/VIC 13.17
Education and training: some lessons from England — TD/TNC 13.9
Education for a multicultural society: responses from the post secondary sector; an annotated bibliography — TD/VIC 13.32
Employer requirements for secretarial/office skills in Sunraysia — TD/VIC 13.6
English language skills: core and options — TD/VIC 13.16
Equal times: the Equal Opportunities Unit quarterly — TD/SA 13.8
Evaluation of a Further Certificate in Farming course — TD/VIC 13.29
Evaluation of an office experience programme at Orange College of TAFE — TD/NSW 13.21
Evaluation of computer quoting in the automotive body repair industry of NSW — TD/NSW 13.26
Evaluation of CN C97 Fellowship Certificate in Fashion Design, CN C98 Fellowship Certificate in Patternmaking/Grading: interim report — TD/QLD 13.18
Evaluation of school to work transition programs conducted at the Gold Coast College of TAFE in 1983 — TD/QLD 13.14
An evaluation of teleconferencing/teletutoring in the Victorian TAFE Off-Campus Network (V.T.O.C.N.): a research report -- TD/VIC 13.1
Evaluation of the 1984 Tasmanian Participation and Equity Program: TAFE component — TD/TAS 13.1
Evaluation of the CN 001 Pre-vocational Course in Engineering/Construction: report of the course evaluation subcommittee — TD/QLD 13.26
Evaluation of the Farm Trades apprenticeship in Victoria — TD/VIC 13.42
An evaluation study of the educational technology unit of the Box Hill College of Technical and Further Education — TD/VIC 13.26

Factors affecting curriculum development: the time and financial aspects — TD/WA 13.13
A Feasibility study on the use of laser videodisc technology in TAFE external studies -- TD/WA 13.6
Film making - video production, Broome September/October 1985: course report -- TD/WA 13.2

Guidelines to assist in the presentation of course submissions to the Board of TAFE Studies — TD/NSW 13.18
A guide to project set up, questionnaire design and research ethics — TD/NSW 13.7

The identification of key job competencies required by middle managers for the effective usage of advanced technology – TD/VIC 13.22
Implementation strategies for the Access Course for Women: seminar report . . . – TD/QLD 13.9
Innovation in TAFE: paper presented to the Australian Institute of Tertiary Educational Administrators Tenth National Conference — TD/SA 13.22
Instructional materials for the TAFE Aboriginal Education Programme, South Australia — TD/SA 13.23
Interlink feasibility study: technology, access and participation in vocational training; a proposal for a pilot open learning project in Victoria — TD/VIC 13.27
Investigation into problems apprentices may experience with their apprenticeship school courses in relation to previous study — TD/VIC 13.30
An investigation into the needs and demands of the printing industry for a computer based management course — TD/NSW 13.20
An investigation into the training and placement of visually impaired persons: a report for Yeronga College of Technical and Further Education. Visually Impaired Vocational Assistance Unit (VIVA) — TD/QLD 13.5
An investigation into the use and implementation of computer assisted learning in Queensland TAFE Colleges — TD/QLD 13.2

It may give me a go: review of the vocational preparation course for girls, (trade and technical), conducted at Footscray College of TAFE — TD/VIC 13.13

Looking forward: rights of passage — TD/TNC 13.8

Making moderation work: the history of a successful consensus moderation scheme — TD/VIC 13.37
Management information systems for TAFE in the Northern Territory — TD/NT 13.2
Media catalogue: plumbing course 32 CDA -- TD/VIC 13.31
Migrant education services in Queensland TAFE: an overview — TD/QLD 13.4
Multiculturalism in TAFE: guidelines for TAFE providers — TD/VIC 13.18
Multicultural project: final report — TD/VIC 13.28

The national curriculum document for secretarial and administrative studies, level 1: a TAFE national core curriculum project — TD/QLD 13.10
The need for new methodologies in education and training — TD/WA 13.10
New South Wales College of TAFE Committees: an evaluation of their role — TD/NSW 13.24
The Northern Territory Submission to the Technical and Further Education Council of the Commonwealth Tertiary Education Commission in respect of the 1988-90 triennium — TD/NT 13.1

Occupational clusters of the engineering technology workforce — TD/TNC 13.4
Office operations traineeship toolbox — TD/NSW 13.15
Orientations to curriculum in TAFE — TD/VIC 13.35

Participation and equity in technical schools: barriers to access — TD/VIC 13.14
Participation and Equity Program, 1986: submission outline — TD/QLD 13.24
PEP/TAFE Aboriginal Access, Roebourne 1985: course report — TD/WA 13.3
The perceptions of mainstream TAFE staff teaching PEP students — TD/VIC 13.23
The Performing Arts Programme: policy and guidelines statement — TD/SA 13.3
A policy for building design — TD/QLD 13.15
The pre-vocational engineering/construction course, 1979 to 1983, as seen from a metropolitan college: a review and investigation of the pre-vocational engineering/construction course and its effects on students and teaching staff — TD/QLD 13.21
Principalship in colleges offering non-advanced further education in the North-west of England and technical and further education in Queensland: an illuminative study — TD/QLD 13.1
A proposal for post-school education at Hervey Bay — TD/QLD 13.13

Report on PEP co-ordinators' conference conducted by the Division of Technical and Further Education at Kooralbyn Valley on 18-23 November 1984 — TD/QLD 13.12
Report: World Congress on Education and Technology, Vancouver, May-June, 1986 -- TD/SA 13.4
Research and development digest 1986 — TD/TNC 13.2
Response to the 1985 UNESCO questionnaire on the revised recommendation concerning technical and vocational education -- TD/SA 13.5
Review of major policy issues arising from the Course Award in Vocational Education — TD/SA 13.1
Review of the DAA Queensland Region S96 Training Function Program: report of the joint DAA/TAFE review team — TD/QLD 13.16
Review of the Further Certificate of Business Studies (Management) — TD/VIC 13.41
Role and effectiveness of Mt Druitt Technical College Occupational Health and Safety Committee — TD/NSW 13.25

The Schools/TAFE interface in South Australia: a discussion paper — TD/SA 13.7
Secondary school changes affecting Technical and Further Education in Western Australia — TD/WA 13.5
Simulators and their applications in TAFE courses at the Royal Melbourne Institute of Technology — TD/VIC 13.12
Small business material bibliography — TD/TNC 13.1
Staff development needs analysis - S-DNA -- TD/WA 13.8
Statistical overview of the A.E.L.P., based on the May 1985 student survey and November 1985 program reports — TD/VIC 13.10
Student assessment: a handbook for TAFE teachers — TD/TNC 13.6
Student Child Care: the need in TAFE colleges — TD/VIC 13.7
Study of alternative locations for Hospitality Studies Training Facility to be located in the Southern-Westernport TAFE region -- TD/VIC 13.21
Study of Queensland communities, report no. 1: preliminary assessment of TAFE demand and possible strategies — TD/QLD 13.22
A study of the educational needs of mature aged unemployed in the Newcastle District — TD/NSW 13.23

Submission to the Minister for Employment and Industrial Affairs in relation to review of the block release system of training apprentices — TD/QLD 13.25
Summary of Kirby Report and its educational implications — TD/QLD 13.8
Sunraysia College of TAFE: internal evaluation — TD/VIC 13.36
A survey of the need and demand for short courses in areas related to survey drafting -- TD/NSW 13.22

TAFE Aboriginal Access course, 1985: Balga, Fremantle, Geraldton Regional, Great Southern Regional, Leederville, Midland, South West Regional and Thornlie Colleges of TAFE — TD/WA 13.4
TAFE curriculum research: A review of group process methods; Descriptive bibliography — TD/TNC 13.11
TAFE curriculum research: A review of group process methods; Research design — TD/TNC 13.12
TAFE curriculum research: A review of group process methods; Summary — TD/TNC 13.10
TAFE in the Central Coast Area of New South Wales: a brief review — TD/NSW 13.12
TAFE in the Central West Region of New South Wales: a brief review — TD/NSW 13.10
TAFE in the Far West Region of New South Wales: a brief review — TD/NSW 13.3
TAFE in the Hunter Region of New South Wales: a brief review — TD/NSW 13.9
TAFE in the Illawarra Region of NSW: a brief review — TD/NSW 13.6
TAFE in the Inner Western Sydney Area of New South Wales: a brief review — TD/NSW 13.11
TAFE in the New England Region of New South Wales: a preliminary review — TD/NSW 13.14
TAFE in the Northern Area of Sydney: a brief review — TD/NSW 13.8
TAFE in the Orana Region of New South Wales: a brief review — TD/NSW 13.13
TAFE in the Riverina Region of New South Wales: a brief review — TD/NSW 13.5
TAFE in the Southern Area of Sydney: a brief review — TD/NSW 13.4
TAFE in the South Western Area of Sydney: a brief overview — TD/NSW 13.2
TAFE meeting migrant education needs; report of a national workshop, Canberra, 1985 -- TD/VIC 13.11
TAFE National Core Syllabus in metal fabrication — TD/QLD 13.11
TAFE policy for programs in a corrective environment — TD/VIC 13.25
TAFE Software Register Number 1 — TD/TNC 13.5
Task analysis and syllabus preparation for Further Certificate of Applied Social Science (Child Care Administrator) — TD/VIC 13.40
Teaching mathematical trade topics for conceptual understanding — TD/TNC 13.3
Technological change and its probable effect on the future of woodmachining — TD/WA 13.12
Training for Australia's future: proceedings of the invitational conference held at the Hilton International Melbourne on 27 March 1985 — TD/VIC 13.33
Triennial plan 1988-90: submission to the TAFE council — TD/VIC 13.3

Victorian TAFE papers no.5 — TD/VIC 13.4
Vocational curriculum development and the use of cluster analysis in occupational studies — TD/TNC 13.14

Women at work report, 1986 — TD/TAS 13.2
Work curriculum — TD/VIC 13.34
Working from home with computers: opportunities or exploitation — TD/NSW 13.16

Yallourn College of TAFE: organisation review June 1985 — TD/VIC 13.39

AUTHOR INDEX

This index lists in alphabetical order the author or institution responsible for the preparation of each document. Relevant accession numbers are listed for each author or institution.

Ada I D — TD/VIC 13.29
Aird E — TD/VIC 13.5
Alexander D — TD/NSW 13.20
Anderson T
  TD/TNC 13.10 TD/TNC 13.11
  TD/TNC 13.12
Ashurst J G — TD/VIC 13.1
Australia. Dept of Aboriginal Affairs — TD/QLD 13.16
Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program
  TD/SA 13.9 TD/SA 13.10
  TD/SA 13.11 TD/SA 13.12
  TD/SA 13.14 TD/SA 13.15
  TD/SA 13.16 TD/SA 13.17
  TD/SA 13.18 TD/SA 13.19
  TD/SA 13.20 TD/SA 13.24
Australia. TAFE National Centre for Research and Development
  TD/SA 13.23 TD/TNC 13.1
  TD/TNC 13.2 TD/TNC 13.3
  TD/TNC 13.4 TD/TNC 13.5
  TD/TNC 13.7 TD/TNC 13.8
  TD/TNC 13.9 TD/TNC 13.10
  TD/TNC 13.11 TD/TNC 13.12
  TD/TNC 13.13 TD/TNC 13.14
  TD/TNC 13.15
Australia. Technical and Further Education Council — TD/QLD 13.24
Australian Council on Tertiary Awards
  TD/NSW 13.1 TD/NSW 13.17
Australian National Core Curriculum (Application of Renewable Energy Technologies) Project. Task Force — TD/QLD 13.7
Australian National Core Curriculum (Metal Fabrication) Project. Task Force — TD/QLD 13.11
Australian National Core Curriculum (Secretarial Studies) Project. Task Force — TD/QLD 13.10
Ayles C — TD/SA 13.4
Aylward T B — TD/WA 13.1

Beazley K E — TD/WA 13.5
Bendigo College of TAFE — TD/VIC 13.17
Bendigo High School — TD/VIC 13.17
Blachford K — TD/VIC 13.35
Blake A — TD/WA 13.7
Boaden A — TD/WA 13.12
Box Hill College of Technical and Further Education
  TD/VIC 13.23 TD/VIC 13.26
Bramley J — TD/QLD 13.5
Bredemeyer R H — TD/WA 13.5
Brisbane College of Advanced Education. Mount Gravatt Campus — TD/QLD 13.21
Broadhead R — TD/VIC 13.6
Bruce K — TD/VIC 13.38
Burrows R W — TD/QLD 13.21
Butterworth P
  TD/NSW 13.7 TD/NSW 13.12
  TD/TNC 13.7

Cantor L — TD/TNC 13.7
Carter S — TD/VIC 13.22
Caven P — TD/VIC 13.34
Chong S — TD/TNC 13.7
Christophers S — TD/VIC 13.22
Coatney V — TD/WA 13.5
Collins G — TD/WA 13.11
Coughlan H K — TD/QLD 13.19
Cutts H M — TD/NT 13.2

Dallas A — TD/TAS 13.1
Dandenong College of Technical and Further Education — TD/VIC 13.28
Dawson D — TD/TNC 13.11
Dowling R — TD/TNC 13.11
Downes K — TD/VIC 13.12

Edmunds G — TD/WA 13.8
Egan D — TD/QLD 13.16
Elsworth G — TD/VIC 13.8
ERU Research Services Pty Ltd — TD/VIC 13.21
Eunson B — TD/TNC 13.7
Evans R — TD/TNC 13.7

Faneburst L — TD/VIC 13.7
Farren R — TD/WA 13.6;
TD/WA 13.10
Fitzallen L — TD/NSW 13.8; TD/NSW 13.14
Fitzgerald R T — TD/VIC 13.9; TD/VIC 13.33
Fletcher J — TD/NSW 13.2
Footscray College of TAFE — TD/VIC 13.13
Foyster J — TD/TNC 13.8
Frankston College of TAFE — TD/VIC 13.28
Fred and Eleanor Schonell Educational Research Centre — TD/QLD 13.5
Fricker L — TD/SA 13.22
Funnell R G — TD/QLD 13.3
Funnell R J — TD/QLD 13.2

Geh T — TD/TNC 13.7
Gilding T — TD/VIC 13.8
Gillespie C — TD/VIC 13.18
Gordon Technical College. Curriculum Services Unit

TD/VIC 13.40 TD/VIC 13.41
Gough-Watson J (ed) — TD/VIC 13.11
Grannall R — TD/NSW 13.7

Hailstone D — TD/SA 13.1; TD/SA 13.2
Hall K — TD/VIC 13.8
Hall W C — TD/TNC 13.2; TD/TNC 13.9
Hamel-Green M — TD/VIC 13.20
Harvey M — TD/NSW 13.24
Hassell Planning Consultants Pty Ltd — TD/VIC 13.21
Hawthorn Institute of Education
  TD/VIC 13.4 TD/VIC 13.35
Hawthorn Institute of Education. TAFE Educational Services. Co-ordinators' Association — TD/VIC 13.4
Hayes M — TD/TNC 13.7
Hayton G — TD/TNC 13.4; TD/TNC 13.5
Heller R — TD/NSW 13.20
Hick W — TD/NSW 13.19
Hill I S — TD/VIC 13.30
Hills College of TAFE — TD/SA 13.21
Hilton G (ed) — TD/VIC 13.11
Holmes T — TD/NSW 13.26
Horlyck J — TD/NSW 13.13

IDAC Pty Ltd — TD/VIC 13.17
Iles B — TD/QLD 13.7
International Labour Office. Central Library and Documentation Branch — TD/TNC 13.13

Jones M — TD/TNC 13.1
Jones N
  TD/TNC 13.10 TD/TNC 13.11
  TD/TNC 13.12
Joseph K — TD/NSW 13.10

Kangan M — TD/QLD 13.19
Kerr I — TD/NSW 13.9
Knobel T — TD/QLD 13.6; TD/QLD 13.7

Lancaster R — TD/TNC 13.7
Larkin A — TD/TNC 13.3
La Trobe University. Centre for Comparative and International Studies in Education — TD/VIC 13.30
LeDuff G R — TD/SA 13.23
Leihy D — TD/VIC 13.39
Lewis B — TD/VIC 13.14

McGaw B — TD/WA 13.5
Mackie K — TD/TNC 13.7
Maclean D N A — TD/VIC 13.29
McLennan B — TD/VIC 13.34
Mageean P — TD/TNC 13.7
Maloney T — TD/QLD 13.26
McInerney E — TD/NSW 13.4
Melbourne College of Advanced Education. Carlton Campus. Centre for Program Evaluation — TD/VIC 13.8
Mellington B — TD/NSW 13.23
Miller J — TD/VIC 13.32
Montague A — TD/NSW 13.11
Moorabbin College of Technical and Further Education — TD/VIC 13.22
Morgan B — TD/TAS 13.1
Mountney P — TD/QLD 13.8

Naylor C
  TD/VIC 13.10 TD/VIC 13.19
  TD/VIC 13.23
New South Wales. Dept of Technical and Further Education — TD/NSW 13.1
New South Wales. Dept of Technical and Further Education. Board of TAFE Studies
  TD/NSW 13.1 TD/NSW 13.17
  TD/NSW 13.18
New South Wales. Dept of Technical and Further Education. Educational Resources Div. Australian Traineeship Curriculum Co-ordination Office — TD/NSW 13.15
New South Wales. Dept of Technical and Further Education. Information Services Div — TD/NSW 13.17
New South Wales. Dept of Technical and Further Education. Planning Directorate — TD/NSW 13.7
New South Wales. Dept of Technical and Further Education. Planning Div
  TD/NSW 13.2 TD/NSW 13.3
  TD/NSW 13.4 TD/NSW 13.5
  TD/NSW 13.6 TD/NSW 13.8
  TD/NSW 13.9 TD/NSW 13.10
  TD/NSW 13.11 TD/NSW 13.12
  TD/NSW 13.13 TD/NSW 13.14
New South Wales. Dept of Technical and Further Education. Women's Co-ordination Unit — TD/TNC 13.16
Newell F — TD/VIC 13.7
Newell S — TD/QLD 13.8
Norbury M — TD/VIC 13.13
Northern Territory. Dept of Education
  TD/NT 13.1 TD/NT 13.2

Oldham G — TD/VIC 13.31

Parker K — TD/QLD 13.8
Parkinson K — TD/TNC 13.7
Pentridge Prison. Education Centre Council — TD/VIC 13.20
Phillips K — TD/QLD 13.26; TD/TNC 13.3
Prahran College of TAFE — TD/VIC 13.40
Prescott T — TD/TNC 13.7
Preston College of TAFE
  TD/VIC 13.10 TD/VIC 13.19
  TD/VIC 13.37 TD/VIC 13.38
Pyle N — TD/QLD 13.1; TD/TNC 13.7

Queensland. Dept of Education — TD/QLD 13.25
Queensland. Dept of Employment and Industrial Affairs — TD/QLD 13.25

Queensland. Div of Technical and Further Education
TD/QLD 13.8 TD/QLD 13.12
TD/QLD 13.13 TD/QLD 13.17
TD/QLD 13.20 TD/QLD 13.24
TD/QLD 13.26
Queensland. Div of Technical and Further Education. Curriculum Branch
TD/QLD 13.2 TD/QLD 13.3
TD/QLD 13.6 TD/QLD 13.7
TD/QLD 13.10 TD/QLD 13.11
TD/QLD 13.14
Queensland. Div of Technical and Further Education. Operations Branch — TD/QLD 13.4; TD/QLD 13.9
Queensland. Div of Technical and Further Education. Operations Branch. Aboriginal and Islander Services Section — TD/QLD 13.16
Queensland. Div of Technical and Further Education. Professional Development Section — TD/QLD 13.9
Queensland. Div of Technical and Further Education. Promotions and Investigations Branch — TD/QLD 13.19
Queensland. Div of Technical and Further Education. Resource Management Branch
TD/QLD 13.15 TD/QLD 13.22
TD/QLD 13.23
Queensland. Industry and Commerce Training Commission — TD/QLD 13.26
Queensland. State Advisory Committee on PEP — TD/QLD 13.24
Quinn P J — TD/VIC 13.42

Regency Applitech
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Regency College of TAFE
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Regional TAFE Boards (VIC) — TD/VIC 13.24
Rhodes G — TD/TNC 13.1
Richardson L — TD/VIC 13.27
Robinson B — TD/NSW 13.6
Royal Melbourne Institute of Technology — TD/VIC 13.1
Royal Melbourne Institute of Technology. Technical College — TD/VIC 13.12
Rutter A — TD/VIC 13.26
Ryrie Jones A — TD/VIC 13.37

Sanders D — TD/VIC 13.38
School of Mines and Industries Ballarat — TD/VIC 13.42
Sharpe J — TD/NSW 13.5
Shepparton College of Technical and Further Education — TD/VIC 13.42
Sinclair R — TD/NSW 13.25
Smith F — TD/QLD 13.14
Smith M — TD/VIC 13.15
Smith R J H — TD/VIC 13.39
South Australia. Dept of Technical and Further Education
TD/SA 13.3 TD/SA 13.6
TD/SA 13.7 TD/SA 13.21
TD/SA 13.22 TD/SA 13.23
South Australia. Dept of Technical and Further Education. Equal Opportunities Unit — TD/SA 13.8
South Australia. Dept of Technical and Further Education. Learning Resources Branch — TD/SA 13.4
South Australia. Dept of Technical and Further Education. Policy Support Branch
TD/SA 13.1 TD/SA 13.2
TD/SA 13.5
South Australian Council of Technical and Further Education
TD/SA 13.6 TD/SA 13.7
Spring E — TD/QLD 13.16
Storey G — TD/VIC 13.16
Strachan F — TD/TNC 13.5
Sunraysia College of TAFE — TD/VIC 13.6 TD/VIC 13.36
Swinburne College of TAFE
TD/VIC 13.31 TD/VIC 13.34
Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education
TD/NSW 13.19 TD/NSW 13.20
TD/NSW 13.21 TD/NSW 13.22
TD/NSW 13.23 TD/NSW 13.24
TD/NSW 13.25 TD/NSW 13.26

Tasmania. Div of Technical and Further Education — TD/TAS 13.1
Thiering J — TD/TNC 13.7
Thomson P — TD/TNC 13.6
Tomkinson D E — TD/WA 13.13

University of Lancaster. Dept of Educational Research — TD/QLD 13.1

Victoria. Barwon-South Regional TAFE Board — TD/VIC 13.14
Victoria College. Burwood Campus — TD/VIC 13.9
Victoria College. Burwood Campus. Public Policy Research and Development Centre — TD/VIC 13.33

Victoria. TAFE Board
TD/VIC 13.2 TD/VIC 13.3
TD/VIC 13.5 TD/VIC 13.7
TD/VIC 13.11 TD/VIC 13.15
TD/VIC 13.16 TD/VIC 13.18
TD/VIC 13.24 TD/VIC 13.25
TD/VIC 13.27 TD/VIC 13.32
TD/VIC 13.43
Victoria. TAFE Board. Management Review — TD/VIC 13.39
Victorian College of Agriculture and Horticulture. Longerenong Campus — TD/VIC 13.29

Wallace C — TD/VIC 13.32
Walsh A — TD/TNC 13.7
Walters J — TD/TAS 13.2
Ward B J — TD/SA 13.3
West P — TD/TNC 13.7
Western Australia. Technical Education Div
TD/WA 13.5 TD/WA 13.9
Western Australia. Technical Education Div. Aboriginal Access
TD/WA 13.2 TD/WA 13.3
TD/WA 13.4
Western Australia. Technical Education Div. Staff Development Section — TD/WA 13.8
Western Australia. Technical Extension Service
TD/WA 13.6 TD/WA 13.10
Western Australian College of Advanced Education. Churchlands Campus — TD/WA 13.1
Western Australian Institute of Technology
TD/WA 13.7 TD/WA 13.11
TD/WA 13.12
Wheeler E — TD/NSW 13.21
Worthy F — TD/VIC 13.28
Wright R — TD/NSW 13.22

Zimmerman J — TD/QLD 13.20

SUBJECT INDEX

This index lists subjects in alphabetical order with document entries grouped under the appropriate heading. TD accession numbers are listed for each subject item

A

Aboriginal and Islander Further Education (AIFE)
  TD/QLD 13.16
Aboriginal education
  TD/QLD 13.16   TD/QLD 13.20
  TD/SA 13.23   TD/WA 13.2
  TD/WA 13.3   TD/WA 13.4
Aboriginal students
  TD/QLD 13.16   TD/WA 13.4
Aboriginal teachers
  TD/QLD 13.16
Academic awards
  TD/NSW 13.17
Academic staff development
  TD/WA 13.8
Access to education
  TD/NSW 13.2   TD/NSW 13.3
  TD/NSW 13.4   TD/NSW 13.5
  TD/NSW 13.6   TD/NSW 13.8
  TD/NSW 13.9   TD/NSW 13.10
  TD/NSW 13.11   TD/NSW 13.12
  TD/NSW 13.13   TD/NSW 13.14
  TD/NSW 13.23   TD/QLD 13.8
  TD/QLD 13.9   TD/QLD 13.12
  TD/QLD 13.24   TD/SA 13.8
  TD/VIC 13.14
Accreditation (courses)
  TD/NSW 13.1   TD/NSW 13.17
  TD/NSW 13.18
Accrediting authorities
  TD/NSW 13.1   TD/NSW 13.17
Action research
  TD/NSW 13.26
Administrative policy
  TD/WA 13.9
Administrator attitudes
  TD/VIC 13.40
Admission criteria
  TD/VIC 13.9
Adult basic education
  TD/QLD 13.20
Adult education
  TD/NSW 13.23   TD/QLD 13.1
  TD/VIC 13.9   TD/VIC 13.20
  TD/VIC 13.43
Adult literacy
  TD/QLD 13.20   TD/WA 13.4
Adult Migrant Education Program
  TD/VIC 13.11
Advanced English Language Program
  TD/VIC 13.10   TD/VIC 13.11
  TD/VIC 13.19
Advisory committees
  TD/NSW 13.24   TD/NSW 13.25
  TD/VIC 13.42
Aerospace technology
  TD/SA 13.12
Affirmative action
  TD/QLD 13.9
Agricultural education
  TD/VIC 13.29
Agriculture
  TD/WA 13.7
Air conditioning
  TD/VIC 13.12
Alternative energy
  TD/QLD 13.6   TD/QLD 13.7
Ancillary college services
  TD/VIC 13.26
Ancillary school services
  TD/VIC 13.26
Annotated bibliographies
  TD/VIC
Annual reports
  TD/TNC 13.15   TD/VIC 13.2
Apprentices
  TD/WA 13.1
Apprenticeships
  TD/QLD 13.25   TD/VIC 13.8
  TD/VIC 13.30   TD/VIC 13.42
  TD/VIC 13.43
Assembly (Manufacturing)
  TD/QLD 13.3
Attendance patterns
  TD/NSW 13.22   TD/QLD 13.25
Attitudes
  TD/VIC 13.13   TD/VIC 13.14
  TD/VIC 13.17
Audiovisual aids
  TD/VIC 13.31   TD/WA 13.6
AUSSAT
  TD/QLD 13.17
Australia
  TD/TNC 13.9
Australia. Commonwealth Tertiary Education Commission
  TD/SA 13.4   TD/VIC 13.11
Australia. Dept of Aboriginal Affairs
  TD/QLD 13.16
Australia. Dept of Industry, Technology and Commerce. Heavy Engineering Modernisation Program
  TD/SA 13.9   TD/SA 13.10
  TD/SA 13.11   TD/SA 13.12
  TD/SA 13.13   TD/SA 13.14
  TD/SA 13.15   TD/SA 13.16
  TD/SA 13.17   TD/SA 13.18

TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Australian Council on Tertiary Awards
TD/NSW 13.17
Australian National Core Curriculum (Application of Renewable Energy Technologies) Project
TD/QLD 13.6
Australian Traineeship System
TD/NSW 13.15
Australia. TAFE National Centre for Research and Development
TD/SA 13.23
Australia. Technical and Further Education Council
TD/QLD 13.24
Automation
TD/SA 13.11 TD/SA 13.15
TD/SA 13.16 TD/SA 13.17
TD/SA 13.18 TD/SA 13.19
TD/SA 13.20 TD/SA 13.24
TD/VIC 13.22

B

Basic skills
TD/QLD 13.20 TD/VIC 13.30
Bibliographies
TD/QLD 13.7 TD/QLD 13.11
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/TNC 13.1
TD/TNC 13.2 TD/TNC 13.5
TD/TNC 13.11 TD/TNC 13.13
Bilingualism
TD/VIC 13.5
Blackburn Report (1984)
TD/VIC 13.25
Blackburn Report (1985)
TD/VIC 13.15
Block release
TD/QLD 13.25 TD/WA 13.1
Boilermaking
TD/WA 13.11
Bricklaying
TD/NSW 13.19
Bridging courses
TD/TAS 13.2
Brisbane
TD/QLD 13.5 TD/QLD 13.23
Building design
TD/QLD 13.15
Building trades
TD/QLD 13.21 TD/QLD 13.26
Business communication
TD/NSW 13.15
Business education
TD/VIC 13.38 TD/VIC 13.41
Business skills
TD/NSW 13.26

C

CAD/CAM systems
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Canada
TD/SA 13.4 TD/VIC 13.9
Capital outlay (for fixed assets)
TD/VIC 13.3
Central West Region NSW
TD/NSW 13.10
Career development
TD/NSW 13.15
Cartography
TD/NSW 13.22
Case studies
TD/VIC 13.8
Catalogues
TD/TNC 13.2
Cataloguing
TD/SA 13.23
Central Coast (NSW)
TD/NSW 13.12
Check lists
TD/NSW 13.1
Chemical engineering
TD/SA 13.14
Child care occupations
TD/VIC 13.40
Citations (references)
TD/TNC 13.1 TD/TNC 13.13
TD/VIC 13.35
Clothing design
TD/QLD 13.18
Cluster analysis
TD/TNC 13.4 TD/TNC 13.14
College administration
TD/QLD 13.1 TD/SA 13.6
TD/VIC 13.39
College buildings
TD/QLD 13.15
College business relationship
TD/NSW 13.24 TD/VIC 13.3
TD/VIC 13.6
College governing councils
TD/SA 13.6
College school co-operation
TD/VIC 13.3 TD/VIC 13.24
Committee of Inquiry into Labour Market Programs
TD/QLD 13.8
Communication skills

TD/VIC 13.16 TD/WA 13.3
TD/WA 13.4
Communication (thought transfer)
TD/TNC 13.7
Communications satellites
TD/QLD 13.17
Community action
TD/WA 13.7
Community colleges
TD/VIC 13.9
Community education
TD/VIC 13.3
Community languages
TD/VIC 13.5
Community size
TD/QLD 13.13
Community surveys
TD/QLD 13.23 TD/WA 13.7
Comparative analysis
TD/NSW 13.19
Comparative education
TD/TNC 13.9
Compensatory education
TD/TAS 13.1 TD/TAS 13.2
Competence
TD/VIC 13.22
Competency based education
TD/QLD 13.10 TD/QLD 13.11
TD/SA 13.4
Comprehension
TD/TNC 13.3
Computer aided design
TD/SA 13.9 TD/SA 13.10
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Computer assisted teaching
TD/QLD 13.2 TD/VIC 13.27
Computer Based Training Systems
TD/VIC 13.8
Computer graphics
TD/NSW 13.22
Computer integrated manufacture
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Computer managed learning
TD/QLD 13.2 TD/VIC 13.8
Computer managed teaching
TD/SA 13.4 TD/VIC 13.8
Computer programs
TD/NSW 13.26 TD/QLD 13.2
TD/TNC 13.5 TD/VIC 13.38
Computer science education
TD/NSW 13.20
Computers
TD/NSW 13.22
Concept formation
TD/TNC 13.3
Conference proceedings
TD/VIC 13.9 TD/VIC 13.33
Conferences
TD/VIC 13.11
Construction programs
TD/SA 13.21
Continuing education
TD/QLD 13.13
Controversial issues (course content)
TD/TNC 13.8
Conversation education
TD/QLD 13.6 TD/QLD 13.7
Co-operative programs
TD/QLD 13.24
Core curriculum
TD/QLD 13.6 TD/QLD 13.7
TD/QLD 13.10 TD/QLD 13.11
Correctional education
TD/QLD 13.20 TD/VIC 13.20
TD/VIC 13.25
Correctional rehabilitation
TD/QLD 13.20
Cost estimates
TD/NSW 13.26
Costs
TD/WA 13.13
Course Award in Vocational Education (Tertiary Introduction)
TD/SA 13.1 TD/SA 13.2
Course content
TD/NSW 13.1 TD/NSW 13.20
TD/VIC 13.16 TD/VIC 13.34
Course descriptions
TD/NSW 13.18 TD/QLD 13.7
TD/QLD 13.10 TD/QLD 13.11
TD/VIC 13.13 TD/VIC 13.27
TD/VIC 13.40 TD/VIC 13.41
Course evaluation
TD/QLD 13.18 TD/QLD 13.21
TD/QLD 13.26 TD/VIC 13.29
TD/VIC 13.41 TD/VIC 13.42
Course objectives
TD/VIC 13.19
Course organisation
TD/QLD 13.9
Courses
TD/TNC 13.1
Curriculum
TD/TNC 13.8
Curriculum development
TD/NSW 13.1 TD/QLD 13.10
TD/QLD 13.11 TD/SA 13.23
TD/TNC 13.14 TD/VIC 13.4
TD/VIC 13.35 TD/VIC 13.40
TD/WA 13.5 TD/WA 13.13
Curriculum evaluation
TD/SA 13.23 TD/VIC 13.28
Curriculum materials

TD/SA 13.23 TD/TNC 13.5
TD/VIC 13.31
Curriculum research
TD/TNC 13.10 TD/TNC 13.11
TD/TNC 13.12 TD/VIC 13.35

D

Daily living skills
TD/WA 13.3 TD/WA 13.4
Dance
TD/SA 13.3
Dandenong College of Technical and Further Education
TD/VIC 13.28
Data analysis
TD/QLD 13.22 TD/QLD 13.23
TD/VIC 13.6
Data collection
TD/VIC 13.20
Data processing
TD/NSW 13.15 TD/VIC 13.22
TD/VIC 13.38
Data processing occupations
TD/NSW 13.16
Day care centres
TD/VIC 13.7
Day release
TD/WA 13.1
Demography
TD/NSW 13.2 TD/NSW 13.3
TD/NSW 13.4 TD/NSW 13.5
TD/NSW 13.6 TD/NSW 13.8
TD/NSW 13.9 TD/NSW 13.10
TD/NSW 13.11 TD/NSW 13.12
TD/NSW 13.13 TD/NSW 13.14
Development
TD/QLD 13.19
Directories
TD/QLD 13.20
Disabilities
TD/QLD 13.5
Disadvantaged
TD/QLD 13.8
Disadvantaged youth
TD/WA 13.3
Distance education
TD/QLD 13.17 TD/VIC 13.1
TD/VIC 13.4 TD/VIC 13.20
TD/VIC 13.27 TD/WA 13.6
Drafting
TD/NSW 13.22 TD/SA 13.9
TD/SA 13.10 TD/SA 13.11
TD/SA 13.12 TD/SA 13.13
TD/SA 13.14 TD/SA 13.15
TD/SA 13.16 TD/SA 13.17
TD/SA 13.18 TD/SA 13.19
TD/SA 13.20 TD/SA 13.24

E

Education 2000 (1985)
TD/QLD 13.8
Education work relationship
TD/VIC 13.4 TD/VIC 13.13
TD/VIC 13.15 TD/VIC 13.33
Educational administration
TD/WA 13.9
Educational alternatives
TD/QLD 13.8 TD/QLD 13.12
TD/QLD 13.13 TD/QLD 13.17
TD/VIC 13.13 TD/VIC 13.27
Educational background
TD/VIC 13.14 TD/VIC 13.30
Educational change
TD/NSW 13.17 TD/VIC 13.9
TD/VIC 13.15 TD/VIC 13.24
TD/WA 13.5
Educational cooperation
TD/NSW 13.17 TD/QLD 13.24
TD/SA 13.1 TD/SA 13.2
TD/SA 13.7
Educational counselling
TD/VIC 13.9
Educational demand
TD/NSW 13.20 TD/NSW 13.22
TD/QLD 13.22 TD/QLD 13.23
Educational development
TD/NT 13.1 TD/TNC 13.2
Educational economics
TD/VIC 13.3
Educational environment
TD/NT 13.1
Educational equipment
TD/VIC 13.27
Educational facilities
TD/NSW 13.2 TD/NSW 13.3
TD/NSW 13.4 TD/NSW 13.5
TD/NSW 13.6 TD/NSW 13.8
TD/NSW 13.9 TD/NSW 13.10
TD/NSW 13.11 TD/NSW 13.12
TD/NSW 13.13 TD/NSW 13.14
Educational facilities design
TD/QLD 13.13 TD/QLD 13.15
TD/SA 13.21
Educational facilities planning
TD/NT 13.2 TD/QLD 13.15
TD/SA 13.21
Educational finance
TD/VIC 13.3
Educational innovation
TD/SA 13.1 TD/SA 13.2
TD/SA 13.4 TD/SA 13.7
TD/SA 13.22
Educational institutions
TD/VIC 13.4
Educational methods
TD/TNC 13.9 TD/WA 13.10
Educational needs
TD/NSW 13.20 TD/NSW 13.22
TD/NSW 13.23 TD/NT 13.1
TD/NT 13.2 TD/QLD 13.13
Educational opportunities
TD/QLD 13.5 TD/VIC 13.13
Educational planning

TD/NT 13.1 TD/SA 13.1
TD/SA 13.2 TD/SA 13.3
TD/SA 13.5 TD/SA 13.21
TD/VIC 13.15 TD/WA 13.9
Educational policy
TD/QLD 13.15 TD/SA 13.5
TD/VIC 13.25 TD/VIC 13.28
Educational research
TD/NSW 13.7 TD/TNC 13.2
Educational resources
TD/SA 13.23
Educational technology
TD/SA 13.4 TD/SA 13.22
TD/TNC 13.7 TD/VIC 13.26
TD/WA 13.10
Educational trends
TD/NT 13.1
Educationally disadvantaged
TD/QLD 13.12 TD/QLD 13.24
Electronic equipment
TD/VIC 13.12 TD/VIC 13.22
Electronic technicians
TD/VIC 13.8
Electronics
TD/SA 13.13 TD/VIC 13.27
Electronics industry
TD/SA 13.13
Elizabeth College of TAFE
TD/SA 13.1 TD/SA 13.2
Employed women
TD/NSW 13.16 TD/TAS 13.2
Employer attitudes
TD/VIC 13.6 TD/VIC 13.42
Employment
TD/VIC 13.34
Employment opportunities
TD/NSW 13.16 TD/QLD 13.5
Employment programs
TD/TAS 13.2
Employer employee relationship
TD/VIC 13.34
Energy conservation
TD/QLD 13.6 TD/QLD 13.7
Engineering
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24 TD/TNC 13.4
TD/VIC 13.12
Engineering drawing
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Engineering education
TD/QLD 13.21 TD/QLD 13.26
England
TD/QLD 13.1 TD/TNC 13.9
English
TD/VIC 13.37
English curriculum
TD/VIC 13.16
English for special purposes
TD/VIC 13.10 TD/VIC 13.19
English (second language)
TD/QLD 13.4 TD/QLD 13.20
TD/VIC 13.10 TD/VIC 13.1
TD/VIC 13.19
English teaching
TD/VIC 13.16
Enrichment activities
TD/SA 13.5
Enrolment
TD/NT 13.1 TD/NT 13.2
TD/VIC 13.3 TD/VIC 13.43
Enrolment projections
TD/VIC 13.15
Equal education
TD/SA 13.8 TD/SA 13.22
TD/VIC 13.28
Equal opportunities (Jobs)
TD/SA 13.8 TD/VIC 13.34
Ethics
TD/NSW 13.7
Ethnic groups
TD/VIC 13.28
Evaluation
TD/NSW 13.24 TD/NSW 13.26
TD/TAS 13.2 TD/VIC 13.1
TD/VIC 13.23 TD/VIC 13.26
Evaluation criteria
TD/TNC 13.10 TD/TNC 13.11
TD/TNC 13.12
Evaluation needs
TD/WA 13.8
Extension education
TD/QLD 13.16 TD/VIC 13.1
TD/VIC 13.4 TD/VIC 13.27
External study programs
TD/WA 13.6

F

Facility planning
TD/VIC 13.21
Farm management
TD/VIC 13.29
Farm occupations
TD/VIC
Far West Region NSW
TD/NSW 13.3
Fashion industry
TD/QLD 13.18
Feasibility studies
TD/QLD 13.6 TD/VIC 13.21
TD/VIC 13.27 TD/WA 13.6
Females

TD/VIC 13.11
Film production
TD/WA 13.2
Financial needs
TD/WA 13.13
Financial support
TD/NT 13.1
Fitting and machining
TD/VIC 13.8 TD/WA 13.1
Flexible facilities
TD/QLD 13.15
Followup studies
TD/VIC 13.29
Food service education
TD/VIC 13.21
Formative evaluation
TD/TNC 13.10 TD/TNC 13.11
TD/TNC 13.12 TD/VIC 13.35
Full time students
TD/VIC 13.43
Furniture industry
TD/WA 13.12

G

Glossaries
TD/QLD 13.7 TD/QLD 13.10
Gold Coast College of TAFE
TD/QLD 13.14
Gordon Technical College
TD/VIC 13.4
Grading
TD/VIC 13.37
Grovely TAFE Centre
TD/QLD 13.3
Guidelines
TD/NSW 13.1 TD/NSW 13.17
TD/NSW 13.18 TD/VIC 13.18

H

Hervey Bay Senior College
TD/QLD 13.13
Hills College of TAFE
TD/SA 13.21
History
TD/QLD 13.19 TD/VIC 13.4
Hospitality
TD/VIC 13.21
Human resources
TD/WA 13.13
Hunter Region NSW
TD/NSW 13.9

I

Illawarra
TD/NSW 13.6
Indexes
TD/VIC 13.31
Individual development
TD/WA 13.4
Industrial training
TD/QLD 13.25 TD/WA 13.12
Industry
TD/SA 13.16 TD/SA 13.17
TD/SA 13.18 TD/SA 13.19
TD/SA 13.20 TD/SA 13.24
Informal assessment
TD/NSW 13.19
Information networks
TD/QLD 13.17
Information systems
TD/NT 13.2
Input output devices
TD/VIC 13.22
Inservice education
TD/WA 13.8
Inservice teacher education
TD/WA 13.8
Institutional autonomy
TD/SA 13.6
Institutional characteristics
TD/VIC 13.39
Institutional evaluation
TD/VIC 13.36 TD/VIC 13.39
Institutional personnel
TD/VIC 13.20
Interlink
TD/VIC 13.27
Interviews
TD/NSW 13.21 TD/NSW 13.23
TD/VIC 13.28 TD/VIC 13.30
Investigations
TD/VIC 13.5 TD/VIC 13.17
TD/VIC 13.30

J

Job skills
TD/VIC 13.6 TD/WA 13.3
Job training
TD/VIC 13.33

K

Kangan Report (1974)
TD/QLD 13.19
Kirby Report (1985)
TD/QLD 13.8 TD/VIC 13.33

L

LABORDOC
TD/TNC 13.13
Labour Adjustment Training Arrangement
TD/QLD 13.3
Labour force
TD/TNC 13.4
Labour market
TD/NSW 13.2 TD/NSW 13.3
TD/NSW 13.4 TD/NSW 13.5

TD/NSW 13.6 TD/NSW 13.8
TD/NSW 13.9 TD/NSW 13.10
TD/NSW 13.11 TD/NSW 13.12
TD/NSW 13.13 TD/NSW 13.14
TD/QLD 13.8 TD/VIC 13.33
Labour relations
TD/VIC 13.34
Landscaping
TD/QLD 13.3
Learning modules
TD/NSW 13.15
Learning problems
TD/VIC 13.30
Learning processes
TD/WA 13.10
Learning resources centres
TD/SA 13.23
Literacy
TD/VIC 13.16
Literature reviews
TD/VIC 13.30
Long range planning
TD/VIC 13.33

M

Management information systems
TD/NT 13.2
Manufacturing
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Manufacturing industry
TD/SA 13.9 TD/SA 13.10
TD/SA 13.11 TD/SA 13.12
TD/SA 13.13 TD/SA 13.14
TD/SA 13.15 TD/SA 13.16
TD/SA 13.17 TD/SA 13.18
TD/SA 13.19 TD/SA 13.20
TD/SA 13.24
Masters theses
TD/VIC 13.30
Mathematical concepts
TD/TNC 13.3
Mathematics
TD/VIC 13.8
Mathematics teaching
TD/TNC 13.3
Melbourne Working Men's College
TD/VIC 13.4
Metal industry
TD/WA 13.11
Metal trades
TD/QLD 13.11 TD/WA 13.11
Methods research
TD/TNC 13.10 TD/TNC 13.11
TD/TNC 13.12
Middle management
TD/VIC 13.22 TD/VIC 13.40
TD/VIC 13.41
Migrant adult education
TD/QLD 13.4 TD/QLD 13.20
TD/VIC 13.11
Migrant education
TD/SA 13.8 TD/VIC 13.32
Migrant youth
TD/VIC 13.11
Moderation
TD/VIC 13.37
Modular courses
TD/QLD 13.6 TD/QLD 13.7
Motor vehicles
TD/NSW 13.26
Mt Druitt Technical College
TD/NSW 13.25
Mt Gravatt College of TAFE
TD/QLD 13.18
Multicultural education
TD/QLD 13.4 TD/VIC 13.5
TD/VIC 13.18 TD/VIC 13.28
TD/VIC 13.32
Multiculturalism
TD/VIC 13.11
Music education
TD/SA 13.3

N

National Advisory and Co-ordinating Committee on Multicultural Education
TD/VIC 13.11
National TAFE Clearinghouse
TD/TNC 13.15
Native language teaching
TD/VIC 13.5
Needs
TD/QLD 13.19
Needs analysis
TD/WA 13.8
Needs assessment
TD/VIC 13.6 TD/VIC 13.17
TD/VIC 13.20 TD/VIC 13.28
TD/VIC 13.40 TD/WA 13.7
TD/WA 13.8
Newcastle
TD/NSW 13.23
New England Region NSW
TD/NSW 13.14
New South Wales. Dept of Technical and Further Education. Board of TAFE Studies
TD/NSW 13.17
Noncredit courses
TD/TNC 13.1 TD/WA 13.2
Non English speaking
TD/QLD 13.4 TD/VIC 13.28
TD/VIC 13.32
Non traditional occupations
TD/QLD 13.9 TD/VIC 13.13
Nontraditional students

TD/NSW 13.23
Numerical control
TD/VIC 13.12
Numeracy
TD/QLD 13.20 TD/WA 13.4
Numerical control
TD/SA 13.10 TD/SA 13.11
TD/SA 13.16 TD/SA 13.17
TD/SA 13.18 TD/SA 13.19
TD/SA 13.20 TD/SA 13.24

O

Objectives
TD/QLD 13.19
Occupational analysis
TD/TNC 13.14
Occupational Health and Safety Committees
TD/NSW 13.25
Occupational information
TD/VIC 13.22
Occupational mobility
TD/QLD 13.10 TD/QLD 13.11
Occupational safety and health
TD/NSW 13.25 TD/VIC 13.34
Occupational survey
TD/TNC 13.4
Office automation
TD/VIC 13.22
Office occupations education
TD/NSW 13.15 TD/NSW 13.21
TD/QLD 13.10 TD/VIC 13.6
TD/VIC 13.27
On the job training
TD/QLD 13.25
Open entry
TD/VIC 13.9
Open learning
TD/VIC 13.4 TD/VIC 13.27
Operating expenses
TD/WA 13.13
Orana Region NSW
TD/NSW 13.13
Orange College of TAFE
TD/NSW 13.21
Organisational effectiveness
TD/VIC 13.26 TD/VIC 13.36
TD/VIC 13.39
Organisational objectives
TD/WA 13.9
Outreach programs
TD/QLD 13.16

P

Pacing
TD/VIC 13.4
Panelbeating
TD/NSW 13.26
Parent attitudes
TD/VIC 13.17
Participant satisfaction
TD/VIC 13.13 TD/VIC 13.29
Participation
TD/QLD 13.16 TD/VIC 13.23
Participation and Equity Program
TD/QLD 13.12 TD/QLD 13.14
TD/QLD 13.24 TD/TAS 13.1
TD/TNC 13.8 TD/VIC 13.11
TD/VIC 13.14 TD/VIC 13.17
TD/VIC 13.23 TD/VIC 13.34
TD/WA 13.3
Patternmaking
TD/QLD 13.18
Performance tests
TD/NSW 13.19
Pilot projects
TD/VIC 13.1 TD/VIC 13.26
Placement
TD/QLD 13.5
Place of residence
TD/VIC 13.21
Plumbing
TD/VIC 13.8 TD/VIC 13.31
Policy formation
TD/VIC 13.4 TD/VIC 13.18
Population distribution
TD/QLD 13.22 TD/QLD 13.23
Population trends
TD/QLD 13.22 TD/QLD 13.23
Position papers
TD/VIC 13.15
Postcompulsory education
TD/VIC 13.17 TD/VIC 13.24
Postsecondary education
TD/QLD 13.13 TD/VIC 13.2
TD/VIC 13.3 TD/VIC 13.9
TD/VIC 13.32 TD/WA 13.5
Power technology
TD/QLD 13.6 TD/QLD 13.7
Prahran College of TAFE
TD/VIC 13.40
Prevocational education
TD/QLD 13.21 TD/QLD 13.26
TD/VIC 13.34
Principals
TD/QLD 13.1
Printing
TD/NSW 13.20
Prison officers
TD/VIC 13.20
Prisoner attitudes
TD/VIC 13.20
Prisoners
TD/VIC 13.20
Problem solving
TD/VIC 13.38
Production technicians
TD/QLD 13.3
Profiles
TD/NSW 13.2 TD/NSW 13.3
TD/NSW 13.4 TD/NSW 13.5

TD/NSW 13.6 TD/NSW 13.8
TD/NSW 13.9 TD/NSW 13.10
TD/NSW 13.11 TD/NSW 13.12
TD/NSW 13.13 TD/NSW 13.14
Program evaluation
TD/NSW 13.21 TD/QLD 13.14
TD/QLD 13.18 TD/QLD 13.21
TD/QLD 13.26 TD/TAS 13.1
TD/TAS 13.2 TD/VIC 13.13
TD/VIC 13.19
Programming
TD/VIC 13.38
Publications
TD/TNC 13.2

Q

Queensland
TD/QLD 13.1 TD/QLD 13.2
TD/QLD 13.4 TD/QLD 13.8
TD/QLD 13.9 TD/QLD 13.12
TD/QLD 13.13 TD/QLD 13.16
TD/QLD 13.17 TD/QLD 13.20
TD/QLD 13.22 TD/QLD 13.24
TD/QLD 13.25
Queensland. Dept of Employment and Industrial Affairs
TD/QLD 13.25
Queensland. Div of Technical and Further Education. Professional Development Section
TD/QLD 13.9
Queensland. State Advisory Committee on PEP
TD/QLD 13.24
Questionnaires
TD/NSW 13.7 TD/NSW 13.21
TD/NSW 13.24 TD/QLD 13.1
TD/QLD 13.14 TD/QLD 13.16
TD/QLD 13.18 TD/QLD 13.21
TD/QLD 13.26 TD/TAS 13.2
TD/VIC 13.1 TD/VIC 13.5
TD/VIC 13.6 TD/VIC 13.14
TD/VIC 13.17 TD/VIC 13.22
TD/VIC 13.23 TD/VIC 13.26
TD/VIC 13.29 TD/VIC 13.30
TD/VIC 13.36 TD/VIC 13.40
TD/VIC 13.41 TD/VIC 13.42

R

Radar
TD/VIC 13.12
Recurrent education
TD/NSW 13.17
Refrigeration
TD/VIC 13.12
Regional planning
TD/QLD 13.23
Regional TAFE Boards (VIC)
TD/VIC 13.24
Released time
TD/QLD 13.25
Regional characteristics
TD/NSW 13.2 TD/NSW 13.3
TD/NSW 13.4 TD/NSW 13.5
TD/NSW 13.6 TD/NSW 13.8
TD/NSW 13.9 TD/NSW 13.10
TD/NSW 13.11 TD/NSW 13.12
TD/NSW 13.13 TD/NSW 13.14
Relevance (Education)
TD/VIC 13.6
Renewable energy
TD/QLD 13.6 TD/QLD 13.7
Research
TD/VIC 13.4
Research and development centres
TD/TNC 13.2 TD/TNC 13.15
Research design
TD/NSW 13.7 TD/TNC 13.12
Research methodology
TD/NSW 13.7 TD/VIC 13.30
TD/VIC 13.35 TD/VIC 13.40
Research reports
TD/TNC 13.2
Research skills
TD/NSW 13.15
Resource allocation
TD/WA 13.13
Resource materials
TD/VIC 13.31 TD/VIC 13.38
Responsibility
TD/VIC 13.34
Retraining
TD/QLD 13.3
Retrenchment
TD/QLD 13.3
Review of the Block Release System of Training Apprentices (1984)
TD/QLD 13.25
Riverina Region NSW
TD/NSW 13.5
Role perception
TD/QLD 13.1
Rural students
TD/QLD 13.17

S

Safety
TD/NSW 13.25
School community relationship
TD/NSW 13.24
School learning guidance
TD/TNC 13.8
School leavers
TD/VIC 13.17
School to work transition
TD/QLD 13.14
Secondary colleges
TD/QLD 13.13
Secondary education

TD/VIC 13.17 TD/VIC 13.24
TD/WA 13.5
Secondary Education Authority
TD/WA 13.5
Secondary school students
TD/QLD 13.24
Secondary schools
TD/QLD 13.12 TD/SA 13.1
TD/SA 13.2 TD/SA 13.6
Second language teaching
TD/VIC 13.5
Selection
TD/NSW 13.26
Self help programs
TD/WA 13.7
Seminars
TD/WA 13.7
Services
TD/QLD 13.5
Sheetmetal work
TD/VIC 13.8 TD/WA 13.11
Shepparton College of Technical and Further Education
TD/VIC 13.42
Simulation
TD/VIC 13.12
Site selection
TD/VIC 13.21
Skilled workers
TD/WA 13.11
Small Business
TD/TNC 13.1
Small business education
TD/VIC 13.27
Social change
TD/SA 13.22
South Australia
TD/SA 13.1 TD/SA 13.2
TD/SA 13.3 TD/SA 13.5
TD/SA 13.6 TD/SA 13.7
TD/SA 13.8 TD/SA 13.21
TD/SA 13.22 TD/SA 13.23
South Australia. Dept of Technical and Further Education
TD/SA 13.6 TD/SA 13.7
Space utilisation
TD/QLD 13.15
Staff development
TD/WA 13.8 TD/WA 13.11
Standardised tests
TD/NSW 13.19
State departments of education
TD/VIC 13.2 TD/VIC 13.3
TD/VIC 13.15 TD/VIC 13.25
State federal aid
TD/QLD 13.16 TD/QLD 13.24
State government
TD/VIC 13.15
State surveys
TD/QLD 13.22
Statewide planning
TD/QLD 13.22 TD/VIC 13.3
Statistical data
TD/VIC 13.19 TD/VIC 13.43
Statistical surveys
TD/VIC 13.10
Student assessment
TD/TNC 13.6 TD/VIC 13.37
Student attitudes
TD/VIC 13.1 TD/VIC 13.17
TD/VIC 13.20 TD/VIC 13.30
TD/VIC 13.41 TD/VIC 13.42
Student certification
TD/WA 13.5
Student financial aid
TD/QLD 13.14
Student needs
TD/VIC 13.7
Summative evaluation
TD/VIC 13.35
Survey drafting
TD/NSW 13.22
Surveys
TD/NSW 13.7 TD/NSW 13.20
TD/NSW 13.22 TD/VIC 13.7
TD/VIC 13.20 TD/VIC 13.26
Sydney
TD/NSW 13.2 TD/NSW 13.4
TD/NSW 13.8 TD/NSW 13.11
Systems approach
TD/VIC 13.35

T

Tables (Data)
TD/VIC 13.22
TAFE
TD/QLD 13.1 TD/QLD 13.3
TD/QLD 13.4 TD/QLD 13.9
TD/QLD 13.12 TD/QLD 13.14
TD/QLD 13.16 TD/QLD 13.17
TD/QLD 13.18 TD/QLD 13.19
TD/QLD 13.21 TD/QLD 13.24
TD/QLD 13.25 TD/QLD 13.26
TD/SA 13.1 TD/SA 13.2
TD/SA 13.3 TD/SA 13.4
TD/SA 13.5 TD/SA 13.7
TD/SA 13.8 TD/SA 13.22
TD/SA 13.23 TD/TNC 13.1
TD/TNC 13.2 TD/TNC 13.4
TD/TNC 13.6 TD/TNC 13.7
TD/TNC 13.10 TD/TNC 13.11
TD/TNC 13.12 TD/TNC 13.15
TD/VIC 13.2 TD/VIC 13.3
TD/VIC 13.4 TD/VIC 13.5
TD/VIC 13.6 TD/VIC 13.8
TD/VIC 13.9 TD/VIC 13.11
TD/VIC 13.14 TD/VIC 13.15
TD/VIC 13.17 TD/VIC 13.20
TD/VIC 13.23 TD/VIC 13.24
TD/VIC 13.25 TD/VIC 13.27
TD/VIC 13.28 TD/VIC 13.29
TD/VIC 13.32 TD/VIC 13.35

  TD/VIC 13.40   TD/VIC 13.41
  TD/VIC 13.42   TD/WA 13.5
  TD/WA 13.6   TD/WA 13.9
  TD/WA 13.10   TD/WA 13.11
  TD/WA 13.12
TAFE College Committees
  TD/NSW 13.24
TAFE colleges
  TD/NSW 13.2   TD/NSW 13.3
  TD/NSW 13.4   TD/NSW 13.5
  TD/NSW 13.6   TD/NSW 13.8
  TD/NSW 13.9   TD/NSW 13.10
  TD/NSW 13.11   TD/NSW 13.12
  TD/NSW 13.13   TD/NSW 13.14
  TD/NSW 13.24   TD/QLD 13.2
  TD/QLD 13.15   TD/QLD 13.22
  TD/QLD 13.23   TD/SA 13.1
  TD/SA 13.2   TD/SA 13.3
  TD/SA 13.6   TD/SA 13.7
  TD/SA 13.8   TD/SA 13.21
  TD/VIC 13.7   TD/VIC 13.18
  TD/VIC 13.21   TD/VIC 13.26
  TD/VIC 13.36   TD/VIC 13.39
TAFE Corporate Planning System
  TD/WA 13.9
TAFE courses
  TD/QLD 13.25
TAFE school cooperation
  TD/VIC 13.24
TAFE students
  TD/VIC 13.10   TD/VIC 13.19
  TD/VIC 13.43   TD/WA 13.1
TAFE teachers
  TD/TNC 13.5   TD/TNC 13.7
  TD/WA 13.1   TD/WA 13.8
Task analysis
  TD/VIC 13.40
Teacher attitudes
  TD/VIC 13.1   TD/VIC 13.8
  TD/VIC 13.19   TD/VIC 13.20
  TD/VIC 13.23   TD/VIC 13.26
  TD/VIC 13.30   TD/VIC 13.41
  TD/VIC 13.42
Teacher education
  TD/VIC 13.4
Teaching guides
  TD/NSW 13.15   TD/VIC 13.16
  TD/VIC 13.34   TD/VIC 13.38
Teaching methods
  TD/VIC 13.12   TD/WA 13.10
Teaching systems
  TD/VIC 13.36
Technical occupations
  TD/TNC 13.4
Technological change
  TD/NSW 13.16   TD/QLD 13.5
  TD/SA 13.4   TD/SA 13.22
  TD/WA 13.12
Technology
  TD/SA 13.16   TD/SA 13.17
  TD/SA 13.18   TD/SA 13.19
  TD/SA 13.20   TD/SA 13.24
  TD/VIC 13.22
Telecommunications
  TD/QLD 13.17
Teleconferencing
  TD/VIC 13.1   TD/VIC 13.27
Telematics
  TD/VIC 13.4   TD/VIC 13.27
Teletutoring
  TD/VIC 13.1
Tertiary Orientation Program
  TD/VIC 13.28   TD/VIC 13.37
Test format
  TD/TNC 13.6
Testing
  TD/TNC 13.6
Theatre arts
  TD/SA 13.3
Trade courses
  TD/QLD 13.9   TD/QLD 13.11
  TD/TNC 13.3   TD/VIC 13.12
  TD/VIC 13.33   TD/VIC 13.43
Trainees
  TD/NSW 13.15   TD/WA 13.1
Traineeships
  TD/NSW 13.15   TD/QLD 13.8
  TD/TNC 13.7   TD/VIC 13.4
Training
  TD/QLD 13.5   TD/QLD 13.8
  TD/QLD 13.16   TD/TNC 13.9
  TD/TNC 13.13
Training methods
  TD/QLD 13.8   TD/WA 13.10
Transferable skills
  TD/VIC 13.4
Transfer policy
  TD/QLD 13.10   TD/QLD 13.11
Transition education
  TD/QLD 13.14   TD/TNC 13.8
  TD/VIC 13.17   TD/VIC 13.23
Transition programs
  TD/QLD 13.14
Transport
  TD/VIC 13.21

U

Unemployment
  TD/NSW 13.23   TD/VIC 13.11
  TD/VIC 13.14   TD/VIC 13.33
UNESCO
  TD/SA 13.5
United Kingdom
  TD/VIC 13.32
United States
  TD/VIC 13.32

V

Validated programs
  TD/NSW 13.1   TD/NSW 13.17
Vancouver

TD/SA 13.4
Victorian Certificate of Education
TD/VIC 13.24
Videodisc recordings
TD/SA 13.4 TD/WA 13.6
Videotape cassettes
TD/VIC 13.31
Videotape recordings
TD/WA 13.2
Visual impairments
TD/QLD 13.5
Visually Impaired Vocational Assistance Unit
TD/QLD 13.5
Vocational education
TD/QLD 13.13 TD/QLD 13.18
TD/SA 13.3 TD/SA 13.5
TD/TAS 13.1 TD/TNC 13.6
TD/TNC 13.13 TD/TNC 13.14
TD/VIC 13.2 TD/VIC 13.43

W

Welding
TD/WA 13.11
Womens education
TD/QLD 13.9 TD/TAS 13.2
TD/VIC 13.13
Woodworking
TD/WA 13.12
Work environment
TD/NSW 13.16 TD/NSW 13.25
Work experience
TD/NSW 13.21
Worker responsibility
TD/VIC 13.34
Workshops
TD/VIC 13.11 TD/WA 13.7
World Congress on Education and Technology
TD/SA 13.4
Writing skills
TD/VIC 13.16

Y

Year 10
TD/VIC 13.17
Year 11
TD/VIC 13.24
Year 12
TD/VIC 13.24 TD/VIC 13.37
Yeronga College of TAFE
TD/QLD 13.5
Youth
TD/VIC 13.14 TD/VIC 13.15
Youth employment
TD/NSW 13.15 TD/QLD 13.8
TD/VIC 13.33
Youth guarantee
TD/VIC 13.4 TD/VIC 13.34
Youth opportunities
TD/VIC 13.33
Youth policy
TD/VIC 13.4 TD/VIC 13.33
Youth programs
TD/VIC 13.4 TD/VIC 13.14
TD/VIC 13.23 TD/VIC 13.34
Youth Traineeships Scheme
TD/VIC 13.33

September 1987
TD/ACT 14.1—TD/WA 14.27

Initiatives in Technical and Further Education

Number 14

TAFE

National TAFE Clearinghouse
Australia

TAFE National Centre
for Research
and Development

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Office of A.C.T. Further Education
P.O. Box 826
Woden 2606 (062) 82 3088

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Melbourne 3004 (03) 268 7505

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Education Department of W.A.
151 Royal Street
East Perth 6000 (09) 420 4031

NATIONAL TAFE CLEARINGHOUSE
TAFE National Centre for Research and Development Ltd
296 Payneham Road
Payneham 5070 (08) 42 7005

CONTENTS

STATE, TERRITORY AND NATIONAL TAFE CLEARINGHOUSE ADDRESSES iii

INTRODUCTION

Background vii
Network of TAFE Clearinghouses vii
Objectives of the TAFE Clearinghouse vii
Types of material accepted by the Clearinghouse system vii
HOW TO USE THIS BOOKLET viii
  Location of documents viii
  Requests for documents viii
  Methods of searching viii
    Descriptors viii
    Indentifiers viii
    Glossary of TAFE terms viii
  Search requests viii
  How to contribute viii
  Clearinghouse loan viii
TAFE Clearinghouse Document Request Form ix
TAFE Clearinghouse Submission Form x
Sample of a document entry and explanation of terms xii
DOCUMENT ENTRIES 1
CURRICULUM MATERIALS 84
TITLE INDEX 88
AUTHOR INDEX 94
SUBJECT INDEX 99

86

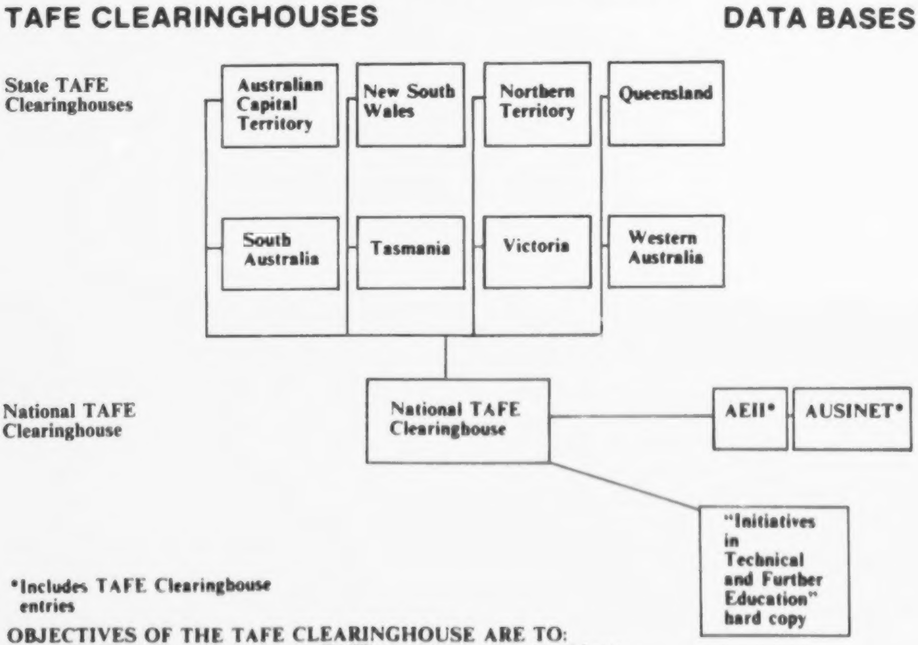
INTRODUCTION

BACKGROUND

The Australian Technical and Further Education (TAFE) Clearinghouse system, of which this booklet is a product, was established by the Conference of Directors of Technical and Further Education in November 1978. The six State and two Territory Clearinghouses, linked together by the National TAFE Clearinghouse, are responsible for accessing documents and distributing copies of these in response to requests. The National Clearinghouse has responsibility for co-ordinating the system and, in particular, for the entry of information from all accession forms into an on-line computer system, the Australian Information Network (AUSINET), as well as into the present hard copy publication, *Initiatives in Technical and Further Education*. Links with other Clearinghouses, such as the Educational Resources Information Centre (ERIC), have been established also.

The diagram below illustrates the relationship of the State Clearinghouses to the National TAFE Clearinghouse, and to the AUSINET system and the AEII data base.

NETWORK OF TAFE CLEARINGHOUSES


TAFE CLEARINGHOUSES
DATA BASES
State TAFE Clearinghouses
Australian Capital Territory
New South Wales
Northern Territory
Queensland
South Australia
Tasmania
Victoria
Western Australia
National TAFE Clearinghouse
National TAFE Clearinghouse
AEII*
AUSINET*
"Initiatives in Technical and Further Education" hard copy

*Includes TAFE Clearinghouse entries

OBJECTIVES OF THE TAFE CLEARINGHOUSE ARE TO:

- give TAFE staff greater access to TAFE material on a national basis
- encourage new initiatives in TAFE
- provide the opportunity for material produced by TAFE staff to be disseminated on a national basis
- prevent the duplication of research and other initiatives, thus reducing wastage of resources
- provide avenues for the publication and dissemination of project documents.

TYPES OF MATERIAL ACCEPTED BY THE CLEARINGHOUSE SYSTEM

The wide and diverse audience being serviced by the system (e.g. TAFE teachers, counsellors and researchers) has resulted in the following materials being acceptable:

- Research reports/technical reports
- Evaluation studies
- Curriculum materials of an innovative nature, which could include syllabus documents, student materials (including textbooks), teachers' guides, audio visual materials, materials for TAFE teacher education, and tests. (Only a limited number of curriculum materials can be accepted for publication in each issue of this booklet)
- Questionnaires, etc.
- Feasibility studies
- Catalogues of instructural materials
- Bibliographies

Only completed documents are accepted.

HOW TO USE THIS BOOKLET

LOCATION OF DOCUMENTS

Documents can be located by using the Author, Title and/or Subject Indexes. These are arranged in alphabetical order with accession (TD) numbers of related documents listed under each entry.

REQUESTS FOR DOCUMENTS

Once documents have been located by either on-line or manual search, requests may be forwarded to the Clearinghouse in the State or Territory from which the document originated **(see Document Request Form opposite)**, or, where the Clearinghouse is not involved in the distribution, requests may be forwarded, together with payment, if any, to the author/institute concerned.

METHODS OF SEARCHING

The National TAFE Clearinghouse entries are included in the Australian Education Index and the AEI1 data base, which is a part of AUSINET. This gives users access to the information through an on-line bibliographic search in addition to the manual search facility provided in this booklet.

Descriptors

TAFE documents are assigned descriptors according to subject content. These descriptors are found in the *Australian Thesaurus of Education Descriptors*, which constitutes an authoritative list of broad, narrow and related terms applied to the field of education. The Australian Council for Educational Research (ACER) continually modifies the list of descriptors during the formation of the Australian Education Index publications while additional modifications are made to suit the particular requirements of the TAFE data base.

Identifiers

Terms called identifiers have been allocated for aspects of Technical and Further Education not adequately covered by the *Australian Thesaurus of Education Descriptors*, and for new terms, such as names of specific conferences, which have not previously been used. Identifiers may also be allocated from the *Glossary of Terms used in TAFE*. Both descriptors and identifiers have been used in the compilation of the Subject Index in this publication.

Glossary of Terms used in TAFE

A *Glossary of Terms used in TAFE* is being developed by the TAFE National Centre for Research and Development and forms the basis for usage of TAFE terms in publications put out by the Centre. Terms in this Glossary are consistent with those in the *Australian Thesaurus of Education Descriptors.*

SEARCH REQUESTS

Some TAFE Clearinghouses are able, on request, to conduct on-line searches for TAFE documents.

HOW TO CONTRIBUTE

You may contribute to the TAFE Clearinghouse System by completing and forwarding a TAFE Clearinghouse Submission Form, together with **two copies** of your document, to the relevant State or Territory TAFE Clearinghouse. Forms may be obtained from your TAFE Clearinghouse, from TAFE Colleges, or may be photocopied from the sample in this booklet.

CLEARINGHOUSE LOAN

Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library Loan.

TAFE CLEARINGHOUSE DOCUMENT REQUEST FORM

- Before requesting a document through the Clearinghouse System, check first whether it is held by your local TAFE College Library or institutional library.
- Some documents may be available on loan from your Clearinghouse, or you may apply through your TAFE College Library or institutional library for an Inter-Library loan.
- Clearinghouse documents may be obtained by completing and forwarding this TAFE Clearinghouse Request Form to the Clearinghouse *in the State or Territory in which the document originated.*
- Where author(s) or institution(s) are cited in the Availability category of the Document Entry, apply directly to these at the address shown.
- Photocopies of this form may be used for requests for documents.

NATIONAL TAFE CLEARINGHOUSE

DOCUMENT REQUEST FORM

TD NO

AVAILABILITY (as shown in Document Entry)

AUTHOR(S)

TITLE

PREFERRED FORMAT (if options available)   Microfiche ☐   Hard Copy ☐

PRICE   NO OF COPIES

REQUESTED BY

DATE

POSITION

ADDRESS

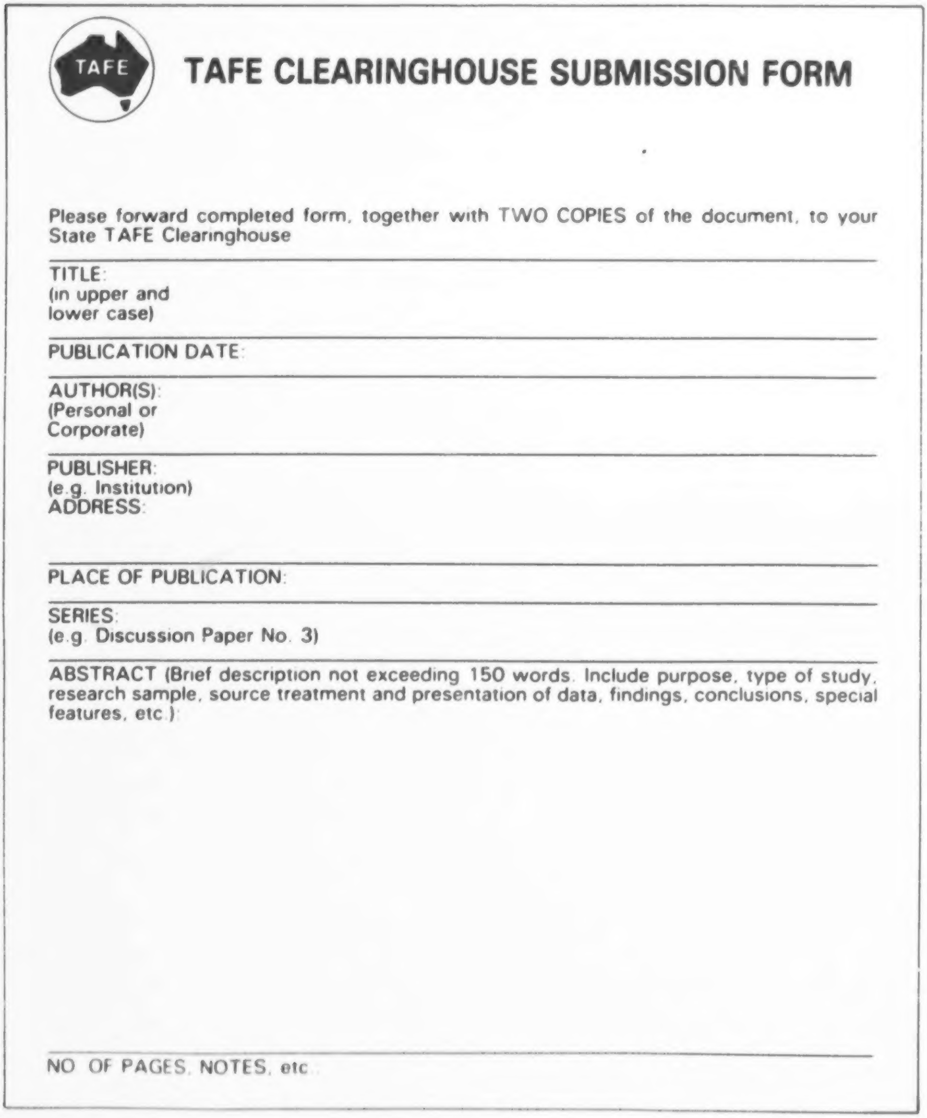
POSTCODE   TELEPHONE

If you are a student or staff member of an educational institution please name the institution

PLEASE FORWARD THIS FORM TO THE STATE/TERRITORY CLEARINGHOUSE INDICATED BY THE CLEARINGHOUSE NUMBER

TAFE CLEARINGHOUSE SUBMISSION FORM

You may contribute to the TAFE Clearinghouse System by completing and forwarding this TAFE Clearinghouse Submission Form together with two copies of your document, to your State or Territory TAFE Clearinghouse. Forms may be obtained from State or Territory TAFE Clearinghouses or, in many cases, from TAFE Colleges, or may be photocopied from this photo-reduced sample.



TAFE CLEARINGHOUSE SUBMISSION FORM

Please forward completed form, together with TWO COPIES of the document, to your State TAFE Clearinghouse

TITLE:
(in upper and
lower case)

PUBLICATION DATE:

AUTHOR(S):
(Personal or
Corporate)

PUBLISHER:
(e.g. Institution)
ADDRESS:

PLACE OF PUBLICATION:

SERIES:
(e.g. Discussion Paper No. 3)

ABSTRACT (Brief description not exceeding 150 words. Include purpose, type of study, research sample, source treatment and presentation of data, findings, conclusions, special features, etc.):

NO. OF PAGES, NOTES, etc.:

SUGGESTED KEY WORDS:
(e.g. subjects, places, names)

CONTACT PERSON:
ADDRESS:
TEL. No.:

No. OF COPIES AVAILABLE TO CLEARINGHOUSE:

COST OF PUBLICATION:	$	(Hard Copy)
(if applicable)	$	(Microfiche)

One of the chief roles of the National TAFE Clearinghouse system is to distribute copies of documents lodged. This requires the author(s), by signing the release below, to give to the Clearinghouse system permission to reproduce the document (usually on microfiche) and to distribute it.

Authors not wishing to grant this permission will become responsible for distribution, and accordingly, requests for copies of the document will be directed to them.

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SIGNATURE OF AUTHOR(S):

DATE:

Queries concerning reproduction and distribution rights may be discussed with your State Clearinghouse Officer.

SAMPLE OF A DOCUMENT ENTRY

TD/NSW 11.5

Butterworth P; Rustomji L
Whither TAFE research? A content analysis of the 'Initiatives in Technical and Further Education' booklets. New South Wales, Sydney: Dept of Technical and Further Education, 1985, 18p. bibliography.
ISBN 0724081062.

Format: M-fiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Surveys and Evaluative Studies Division. Occasional Paper n. 3)

Descriptors: Clearinghouses; Cluster analysis; Content analysis; Educational research; Surveys; TAFE

Identifiers: Initiatives in Technical and Further Education; National TAFE Clearinghouse

Abstract: This occasional paper seeks to pinpoint the foci of research in the TAFE sector in Australia and to determine by cluster analysis whether TAFE authorities have similar or different patterns of research effort. The paper outlines processes foe examining the contents of the 'Initiatives in Technical and Further Education' booklets, separating out those documents which can be regarded as relating to research. The main findings were that the utility of the booklets could be enhanced in a number of ways. Only about 40% of the documents could be classified as 'research' and research efforts concentrated on curriculum and student areas.

EXPLANATION OF TERMS

TD—Stands for "TAFE document"

Accession Number—An identifying document number sequentially assigned by the TAFE Clearinghouse where document is first presented. The first number indicates the issue of Initiatives where document entry appears.

Author(s)

Title

Publisher, date of publication and pagination

Format—Specifies type of copy available:
M-fiche = microfiche,
Hard Copy = paper copy

Availability—This indicates the source, i.e. Clearinghouse, author, or institution, from which the document may be obtained.

Price—Information listed is:
Actual price*,
Available on request,
Free.

Series—Optional extra document information.

Descriptors—These are subject terms which characterise substantive content. They are assigned from the *Australian Thesaurus of Education Descriptors.*

Identifiers—These are additional identifying terms for subjects not adequately covered by the *Australian Thesaurus of Education Descriptors.* Identifiers are assigned by State and National TAFE Clearinghouses, by AEI, and from the *Glossary of Terms used in TAFE.* The subject index contains all identifiers and descriptors used.

Abstract—This brief description summarises the contents of the document; e.g. purpose, type of study, research sample, presentation of data, findings, conclusions and special features.

---

*This is a statement of the cost at date of publication.

DOCUMENT ENTRIES

AUSTRALIAN CAPITAL TERRITORY

TD/ACT 14.1

Moy J
Access and provision for people with disabilities at Woden TAFE College. Canberra: Woden College of Technical and Further Education, 1985, 173p.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Disabilities; Educationally disadvantaged; Needs assessment

Abstract: This study was funded under the 1985 Participation and Equity Program. It investigates both the needs of, and provisions for existing and prospective students with disabilities at Woden TAFE College in the ACT.

TD/ACT 14.2

Kinsman M; Wintringham M
Report on the establishment of a national strategy for plant operator training in local government: a study undertaken for the National Local Government Training Committee. Canberra: Woden College of Technical and Further Education, 1986, various pages.

Format: Mfiche

Availability: ACT TAFE Clearinghouse

Price: Free

Major Descriptors: Construction industry; Equipment; Motor vehicles; Tractors

Identifiers: Dozer operators; Grader operators; National Local Government Industry Training Committee; Plant operators

Abstract: This study was commissioned by the National Local Government Training Committee to investigate the training needs of plant operators employed by local government councils throughout Australia. It was found that many plant operators required skills which were at least 'trade equivalent' and there is a definite need to upgrade training provisions. One TAFE authority has already developed excellent formal curricula. However, the current modes of training delivery are too centralised and too expensive to be utilised by most local government councils outside major metropolitan areas. The report recommends improving current methods of local on the job training by providing regional or state based instructor training programs in conjunction with a range of professionally developed range of distance learning materials.

NEW SOUTH WALES

TD/NSW 14.1

Duffy B; McGrath M
From TAFE to where . . .? A destination survey of TAFE fine art students. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1987, 49p., appendices, bibliography, diagrams, illustrations.
ISBN 0724081399

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Art education; Career path followup; Employment patterns; Graduate surveys; Outcomes of education

Minor Descriptors: Fine arts; Questionnaires; Teacher attitudes

Abstract: This report focuses on the post course outcomes of TAFE fine arts graduates in NSW. A brief history of the School of Art and Design, the aims of the Art Certificate course, the art industry and its employment potential are outlined. 1982 and 1985 graduates and teachers of the Art Certificate Course were surveyed separately. Results indicated that a large number of TAFE fine art graduates continue to practise their art and a large number also further pursued their formal art education.

TD/NSW 14.2

Walker E
1986 Directory of TAFE courses for providers of direct care/support services to people with disabilities. Woden: Australia. Dept of Community Services, 1986, 55p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Course descriptions; Disabilities; Social support groups; Special education; TAFE

Minor Descriptors: Directories

Identifiers: Australian Council on Tertiary Awards; Australia. Commonwealth Tertiary Education Commission

Abstract: This directory lists by State, the courses available for provision of direct care or support services to people with disabilities. Details of the course, its duration patterns, award granted, student intake and colleges which offer the course are given.

National data on students for TAFE courses in 1986-7 is included. The existing National Coordination mechanisms and current action relating to training of support staff working with people with disabilities are also described.

TD/NSW 14.3

Walker E
1986 description of services in TAFE for people with disabilities in each State of Australia. Woden: Australia. Dept of Community Services, 1986, 36p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Course descriptions; Disabilities; Special education; TAFE

Minor Descriptors: Services; Special programs

Abstract: This report identifies the current level of TAFE provision for people with disabilities in each Australian State/Territory. Each section describes the special needs program, policy for students with disabilities, special services, special courses, estimated students served in 1985 and contact persons for that State/Territory.

NEW SOUTH WALES

TD/NSW 14.4

Horlyck J
Commercial floristry in country areas of NSW - a pilot study. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1987, 10p., figures, tables. ISBN 0724081798.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Feasibility studies; Floriculture; Needs assessment; Rural areas; Surveys; Training

Minor Descriptors: Questionnaires

Identifiers: Floristy; New South Wales

Abstract: This study assessed the likely demand for the commercial floristry course in the NSW country areas of Dubbo, Orange and Wagga. The qualified samples of 86 outlets answered the questionnaire with an overall response rate of 76%. Major findings of the survey were that less than 10% of country commercial florists have a TAFE commercial floristry qualification and less that half see a definite need for one, now or in the future. In regards to training needs as specified by country florist managers, the results suggest that short refresher courses would be a more appropriate and practical means of satisfying much of the demand.

TD/NSW 14.5

Ellis R
Curriculum quality control in TAFE. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 31p., appendices, diagrams, references.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum; Curriculum design; Quality control; Systems approach; Task analysis

Minor Descriptors: Occupational analysis

Abstract: This paper discusses two concepts; Systems thinking for curriculum quality control and; Analysing the taste for curriculum quality control. It is argued that the systematizing of the education and training process by the introduction of curriculum quality control would increase its efficiency and effectiveness and provides a conceptual basis for applying curriculum quality control to TAFE. Part 2 states the uses of taste information and describes how the task inventory is constructed and used as an instrument of the occupational survey.

TD/NSW 14.6

Goozee G
New income support arrangement for students. Sydney: New South Wales. Dept of Technical and Further Education. Policy Unit, 1986, 18p., tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Educational finance; Financial support; Student financial aid; Training allowances

Identifiers: Adult Secondary Education Assistance Scheme; AUSTUDY; Secondary Allowances Scheme; Tertiary Education Assistance Scheme
Abstract: This document is a preliminary discussion paper examining the 1986/87 Commonwealth budget and its effect on income support arrangements for students. The major changes are described, the replacement of the three schemes; Tertiary Education Assistance Scheme (TEAS); Adult Secondary Education Assistance Scheme (ASEAS); The Secondary Allowances Scheme (SAS) by the one scheme AUSTUDY. The major changes and implications for TAFE students are discussed with the report concluding that AUSTUDY will benefit TAFE students.

TD/NSW 14.7

Butterworth P
Capital planning in the New South Wales Department of Technical and Further Education. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1987, 24p., appendices.
ISBN 0724081879.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational facilities; Facility planning; Guidelines; Planning; TAFE

Minor Descriptors: Capital outlay (for fixed assets); Regional planning

Identifiers: Capital works

Abstract: This document outlines the current capital processes used in New South Wales Department of TAFE. Listed are the factors considered in the planning process. The Departments capital planning process and new developments for capital works. Included are guidelines for the preparation of submissions to the review of capital works and suggested criteria to assist in the ranking of projects into priority order are included.

TD/NSW 14.8

Thilo E
Evaluation of the commercial cookery trade course assessment scheme. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 49p., appendices, bibliography, graphs.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Cookery teaching; Course evaluation; Food service education; Student assessment

Minor Descriptors: Educational administration; Modular courses; Validity

Identifiers: Commercial cookery; Ryde College of TAFE

Abstract: This report is an evaluation of the assessment scheme used for commercial cookery courses in NSW TAFE. The purpose of the evaluation was to ascertain the validity, reliability and equitability of the modular assessment scheme. Ryde College of TAFE was surveyed, student marks enrolments, roll books, performance records were examined. Recommendations included a number of changes to the modules.

TD/NSW 14.9

New South Wales. Dept of Technical and Further Education. Labour Market Programs Unit
Geographically isolated students in labour market programs. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 55p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Rural students; Youth employment; Youth programs

Minor Descriptors: Conference papers; Rural areas

Identifiers: Youth Employment Scheme; Marshaman J

Abstract: This is a report on a conference on geographically isolated students held in September 1986. The papers deal with special programs for geographically isolated youth. The papers were presented by the Isolated Parents Association, External Studies, Aboriginal Education Unit. Issues for rural women, Outreach, and Labour market programs. The aim of the conference was to improve the services offered to geographically isolated students. A list of Participation and Equity Program and Youth Employment Scheme courses for geographically isolated students is included. The recommendations from the conference are listed.

TD/NSW 14.10

Garrick B
Use and effectiveness of TAFE college libraries: a study. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 166p., appendices, bibliography, tables.
ISBN 0724080112.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Evaluation; Library research; Library surveys; Use studies

Minor Descriptors: Library services; TAFE colleges

Identifiers: Blacktown College of TAFE; Miller College of TAFE; New South Wales. Dept of Technical and Further Education. Surveys and Evaluative Studies Div

Abstract: A survey on the use and effectiveness of library services was carried out at Blacktown and Miller College of TAFE. The survey report presents a profile of students and staff who use/do not use their college library, identifies specific groups which use the library and the level of user satisfaction.

The survey used a questionnaire (Appendix A) to gather data from students and staff. Factors affecting library use were identified as teaching school, level of course and attendance pattern.

TD/NSW 14.11

Puffet B; Walden R
Equal employment opportunity management plan; 5th annual report year ended 30th June, 1986. Sydney: New South Wales. Dept of Technical and Further Education. Equal Employment Opportunity Unit, 1987, 267p., tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Employment practices; Equal opportunities (jobs); Personnel policy

Minor Descriptors: Annual reports; Staff development; TAFE

Abstract: This report outlines the progress made in terms of the NSW Dept of TAFE Equal employment opportunity plan for the year ending June 30th, 1986. Included is an overview of EEO in NSW TAFE 85/86, statistical information on the redistributive effects of EEO on the TAFE workforce and changes to personnel practises resulting from EEO Initiatives. Revised statements of EEO objectives and strategies, staff development activities and the 1986/87 Plan are included.

TD/NSW 14.12

Australia. Dept of Employment and Industrial Relations
Australian Public Service Office traineeships toolbox. Canberra: Australia. Dept of Employment and Industrial Relations, 1987, 430p., diagrams, illustrations.
ISBN 72408147X.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum materials; Office occupations education; Trainees

Minor Descriptors: Career development; Communication skills; Learning modules

Identifiers: Australian Traineeship System; Bruce College of Technical and Further Education; New South Wales Dept of Technical and Further Education. Educational Resources Div; Traineeships

Abstract: The Australian Public Service Office Traineeship tool box is a resource designed to provide the core material for an activity based teaching strategy. It contains a syllabus, student materials and teachers guides. The tool box is divided into subjects, and at the beginning of each subject there is a detailed contents page which lists all activities. An activity is provided for each syllabus and is designed to be incorporated into individual teaching programs.

The essential elements of the tool box approach are the trainees' workplace experience, classroom interaction, incidental learning, visual design and workplace language.

TD/NSW 14.13

Robinson B
Planning review of the school of fashion. Sydney: New South Wales. Dept of Technical and Further Education. Planning Div, 1987, 126p., appendices, bibliography, maps, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Courses; Educational planning; Facility planning; Fashion industry

Minor Descriptors: Flexible facilities; Regional characteristics

Identifiers: Teaching itinerary

Abstract: This document is a planning review of the School of Fashion in NSW TAFE. Fashion programs, industry and employment, enrolments, regions, accommodation and teaching circuits are examined in the context of provision of facilities and courses. A strategy for the School of Fashion to be implemented at local, regional and State levels is outlined. The strategy aims to improve the efficiency, effectiveness and appropriateness of the School of Fashion.

TD/NSW 14.14

Cleary R
Motor Vehicle Mechanics training programmes. Sydney: Sydney Technical College, 1987, 43p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Curriculum development; Motor vehicles; Skill development; Technological change

Minor Descriptors: Course descriptions; Engineering; Fellowships; Skill centres; Technical occupations

Identifiers: Automotive Mechanics

Abstract: This Project Fellowship report investigates the changes required to motor vehicle mechanics training programs to meet new technology applications. Californian Community Colleges and automotive workshops were visited, as well as GMH and Ford in Detroit, Renault in Paris, BMW in Munich and the Automechanica, the automotive service equipment display in Frankfurt. The visits were to determine forecasted trends in new technology applications, new diagnostic procedures and training requirements. Implications for TAFE and recommendations for the structure and conduct of appropriate courses are included.

TD/NSW 14.15

Gerozisis J
Tour of investigation of methods of education and technological developments in urban pest control. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 41p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Course descriptions; Curriculum development; Pesticides; Pests; Technological change

Minor Descriptors: Fellowships; Occupational safety and health; Resource materials

Identifiers: Canada; Unites States

Abstract: This report outlines the findings of a tour of investigation defining methods of education and the technological developments in urban pest control in the USA and Canada. Educational and research institutions were visited as well as the National Pest Control Association (NPCA). The USA courses were underdeveloped compared to NSW TAFE, with no licensing requirements for operators in most states. In Canada operators are examined and certified at graded levels. The two year Pest Control technician college course provided a significant potential resource in TAFE's curriculum development and teaching methodology. Other US and Canadian practices are recommended for the upgrading of education of Pest Control Operators in NSW.

TD/NSW 14.16

Jones B
Current developments in the United Kingdom Youth Training Scheme. Sydney: Sydney Technical College. School of Biological Sciences, 1986, 2p., appendices, bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Educational finance; Trainees; Youth employment; Youth programs

Minor Descriptors: Certification; Fees; Fellowships; Technology

Identifiers: Articulation; Australian Traineeship System; Information Technology Centres; Traineeships; Youth Training Scheme

Abstract: This report contains the major findings from a recent Project Fellowship visit to the United Kingdom. Information was obtained on various aspects of the English Youth Training Scheme including its administration, program development, certification and articulation to other courses. Particular attention was given to the role of Information Technology Centres and other private sector training organisations. The issue of provision of fee for service schemes by organisations involved with vocational education was also investigated. The report concludes by commenting on a number of implications that the findings have for NSW TAFE with regard to the Australian Traineeship System, private sector training and fee for service activities.

TD/NSW 14.17

Fawcett P
Shorthand and its relevance in todays business office. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 46p., appendices, bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Career path followup; Job skills; Office occupations education; Shorthand

Minor Descriptors: Business; Employment qualifications; Office practice; Questionnaires; Teacher attitudes

Abstract: The main objective of this report was to determine whether Secretarial Studies students who studied shorthand utilised this skill after graduation. The four shorthand methods of Pitman New Era, Pitman 2000, Gregg and Pitmanscript were compared to determine whether the particular systems had any influence on learning difficulties experienced by students. A comparison of shorthand and other recording devices was also undertaken to ascertain whether shorthand is still needed in the business office. Information was gathered by questionnaires to TAFE colleges and industry. The study found that shorthand was a popular employment criterion, it was used to a limited degree by students after college and the Pitman New Era was the most popular shorthand method with NSW TAFE teachers.

TD/NSW 14.18

Booth I
An evaluation of the three systems of shorthand taught in TAFE colleges in NSW. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 64p., appendices. (Thesis submitted in partial fulfilment of the requirements for the degree of Bachelor of Education (technical).

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Course evaluation; Office occupations education; Shorthand; Statistical analysis

Minor Descriptors: Interviews; Teacher attitudes

Abstract: This study aimed to determine which system of shorthand taught in NSW TAFE colleges was the most successful. Also, to establish if any system produced an employable speed level of 80 words a minute at the completion of a year's study. Student performance results were collected over a three year period from 6 TAFE colleges - Tumut, Sydney, Wagga, Lismore, North Sydney and Meadowbank. A number of teachers were interviewed to ascertain their preferred shorthand system and that systems success rate. The Gregg system of shorthand was found to be the most successful. No system reached the employable speed of 80 words a minute. As TAFE colleges teach only the phonetic systems it was recommended that the efficiency of an alphabetical system be investigated.

TD/NSW 14.19

Bowler R
An investigation into the needs for a numerical control and/or computerized numerical control woodmachining course. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 96p., appendices, bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Computers; Machinists; Numerical control; Woodworking

Minor Descriptors: Furniture industry; Skilled occupations; Timber industry

Abstract: This report investigates the need for training in the use of Numerical Control (NC) and/or Computer Numerical Control (CNC) in the woodmachining course. The woodmachining industry, machinery merchants, importers and interstate teaching institutions which teach woodmachining were surveyed to gain information about NC and CNC machinery. Nearly half of industry respondents stated they would be interested in a course on NC and/or CNC wood working machinery. It is recommended that TAFE design a course in CNC woodmachining, that a CNC awareness segment be included in the normal trade course and a post trade course should be designed to train machinists in programming CNC machines.

TD/NSW 14.20

Colburt D V; Rowsell D B
Forecasting trends in the automotive industry using patent data. Sydney: Sydney College of Advanced Education. Institute of Adult Teacher Education, 1986, 62p., appendices, bibliography, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Motor vehicles; Patents; Prediction; Technological change; Trend analysis

Minor Descriptors: Research methodology; Systems development

Identifiers: Automotive engineering; Catalytic converters

Abstract: This study evaluates the use of World Patent Data as a tool in forecasting technological trends, particularly the modern technologies utilised by the automotive industry. The purpose of the evaluation is to provide a basis for a system for using the World Patent Data available through existing computer networks and Patent Offices. Information was extracted from Australian Patent Data sub classes relating to automotive catalytic converters and analysed using the most significant criteria ascertained from reference sources. Findings were that the main indicators to be derived from Patent Data are those of immediacy and activity. Australian Patent Data appears to reasonably reflect world trends in technology and the researchers forecast for catalytic converters for the year 1990 is that no significant changes will occur.

TD/NSW 14.21

Galvin W
The facilities, innovations, training techniques and developments of the hospitality industry within the People's Republic of China. Sydney: Ryde College of TAFE, 1987, 124p., appendices, course descriptions.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Food handling facilities; Food service education; Hotels; Training

Minor Descriptors: Educational facilities; Educational institutions; Fellowships; Teaching methods

Identifiers: China; Hospitality

Abstract: This study aimed to investigate the current practices in Hospitality Training Programs in China, with special emphasis on production, on the job training methods and training courses. A series of visits was carried out to preselected education organisations and additional information was gained through visits to Hospitality Industry based schools which offer training courses in local hotels. The types of courses, content, training methods, facilities, length and awards are described. The report contains recommendations regarding the Food School in NSW. Particularly, that consideration be given for the introduction of the course "Training programme - Hotel Executives' as set out in the report for the Shanghai Institute of Tourism.

TD/NSW 14.22

Palmer D
The fibreglass reinforced plastics industry in Britain. A view of developments in manufacturing and training. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 43p., appendices, bibliography, diagrams.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Manufacturing; Plastics; Technological change; Training

Minor Descriptors: Educational institutions; Fellowships; Industry; Organisations (Groups)

Identifiers: Fibreglass reinforced plastics

Abstract: This report contains the major findings from a tour of investigation into the fibreglass reinforced plastics industry in Britain. Visits were made to the British Plastics Federation, the Plastics and Rubber Institute, four manufacturers and a training institution to obtain information on manufacturing technology, industry advances and training. A study of industry publications was also undertaken. It was found that the structure of the industry is the same as in NSW but more research and development is being carried out. In terms of training, more short, job specific courses are run in Britain and the Plastics and Rubber Institute has a role in disseminating information on all plastics courses. Recommendations are made on methods of keeping up to date with advances in the British industry, the purchase of styrene monitoring equipment and methods of offering and advertising courses in plastics in Australia.

TD/NSW 14.23

Butterworth P
Community involvement with the New South Wales Department of Technical and Further Education. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 11p., appendices.
ISBN 0724078126.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Academic staff; Advisory committees; Committees; Community involvement; Participative decision making; TAFE

Minor Descriptors: College business relationship; Community cooperation; Community role

Identifiers: New South Wales. Council of Technical and Further Education; New South Wales. Dept of Technical and Further Education. Board of TAFE Studies; TAFE College Committees; TAFE District Councils; TAFE School Advisory Committees

Abstract: This document outlines the current mechanisms for formal and informal involvement of the community with the NSW Department of TAFE. It details the main mechanisms for formal community involvement, lists the roles and functions of the formal bodies established through those mechanisms, outlines their membership requirements and their basic operating procedures. Informal mechanisms for community involvement are also briefly discussed. The benefits of such community involvement can be seen in the NSW Department of TAFE's ability to react quickly to new and emerging educational and training needs.

TD/NSW 14.24

King K
The use of communications and information technology in the New South Wales Department of TAFE. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 69p., footnotes.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Educational technology; Information networks; Telecommunications

Minor Descriptors: Computer assisted teaching; Educational radio; Educational television; Teleconferencing; Videodisc recordings; Videotex

Identifiers: Computer managed learning; Information technology

Abstract: This discussion paper reviews information and communications technology currently utilised or of potential benefit to the NSW Department of TAFE. The different forms of technologies which provide means of communication within New South Wales TAFE are examined, such as electronic data transmissions, document transfer, voice transmission, audio teleconference and technology and radio and television broadcasting. Different proposals regarding satellite technology and the needs of NSW TAFE are reviewed. Current and projected use of TAFE computing networks including the VAX network, Computer Assisted Learning (CAL), Computer Managed Learning (CML), videotext and video disks are also discussed.

TD/NSW 14.25

Hermann G
Manual on occupational analysis. Sydney: Macquarie University. School of Education, 1987, 44p., charts, glossary, references.
ISBN 0858375931.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Guides; Occupational analysis; Skill analysis; Task analysis

Minor Descriptors: Competence; Critical incidents method; Data collection

Identifiers: DACUM

Abstract: An occupational analysis is designed to obtain occupational data which are useful to developers of an occupational course. This manual identifies three phases of occupational analysis and illustrates them by flowcharts. These are: describing the general parameters of the occupational area; developing a list of occupational competencies and collecting data on each competency. Five groups of OA techniques are outlined: desk methods, field methods, systematic survey methods, introspection and indirect methods. The selected OA techniques of information search, observation, interviewed individuals, DACUM and critical incident technique are also described.

TD/NSW 14.26

Schofield K
A review of the operations of the TAFE Women's Co-ordination Unit 1982-1986. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 76p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Equal education; Womens education

Minor Descriptors: Educational planning; Special programs; Staff development

Identifiers: Child Care; New Opportunities for Women

Abstract: This document reviews the goals and functions of the Women's Coordination Unit within the NSW Department of TAFE. The history and development of the unit is outlined and the existing functions are reviewed. Functions include monitoring policy, planning and resources allocation, the development and evaluation of programs, organisation of staff development programs, provision of educational resources and coordination of child care policy, planning and research. Each of these elements is assessed in terms of its stage of development being in a planning, design, implementation or well established phase. New directions and action priorities for 1987-1990 are proposed.

TD/NSW 14.27

New South Wales. Dept of Technical and Further Education. Staff Development Div
Cumulated listing of 1986 NSW Department of TAFE Project Fellowship Reports. Sydney: New South Wales. Dept of Technical and Further Education. Staff Development Div, 1986, 30p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Catalogues; Fellowships; Reports; Staff development; TAFE

Minor Descriptors: Research reports

Abstract: A cumulative listing of 1986 NSW Department of TAFE Project Fellowship Reports. Each listing includes information on the project title, contact name and work address and an abstract. Those reports with TD numbers provided are available in microfiche from the NSW TAFE Clearinghouse. For information on the others, contact the authors.

NEW SOUTH WALES

TD/NSW 14.28

New South Wales. Dept of Technical and Further Education
Director-Generals seminar on "TAFE Student Services" Friday, 19th June 1987. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 23p., appendices.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Course descriptions; Student counselling; Student welfare services; TAFE students

Minor Descriptors: College libraries; Day care centres; Disabilities; Extracurricular activities; Student organisations

Abstract: This background paper considers the context of student services in NSW TAFE, outlining the rapid period of change TAFE experienced from 1974 to 1986 and aspects of the student body relevant to the provision of student services. NSW TAFE student services provisions are reviewed, including children's services centres, counselling services, course information, library services, services for students with disabilities, student conference, student accommodation officers, student activities service, student associations and student facilities. Some issues for student services in NSW TAFE are also raised.

TD/NSW 14.29

Sweet R
Is a coherent framework for income support in TAFE possible? Sydney: New South Wales. Dept of Technical and Further Education, 1986, 29p., references.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Educational finance; Financial support; Labour market; Student financial aid

Minor Descriptors: Income; TAFE

Abstract: This paper was presented at a Student Assistance Policy Seminar at the Australian National University. It looks at the existing forms of income support for TAFE students, their inherent problems and explores how a possible framework for students income could be created. Three reasons are given for the complicated form of funding available to TAFE students: TAFE and its students are different in many important ways from secondary and higher education and their students; there is a lack of knowledge by policy makers and researchers about TAFE; that there has been no serious attempt to think through a conceptual framework for income support. The paper is structured around four issues: defining TAFE, funding TAFE, TAFE and the labour market and TAFE and the family.

TD/NSW 14.30

Gray B
TAFE Food School Students: a survey of facilities. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 113p., appendices, maps, tables.
ISBN 724078045.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Education; Food; Food service education; Student attitudes; Trade courses

Minor Descriptors: Access to education; Educational facilities; Questionnaires; TAFE students

Abstract: This report forms part of the information selected and analysed for the Planning Review of the Food School. Students at Granville, Goulburn, Wollongong West, Hamilton, East Sydney and Ryde TAFE colleges were surveyed in August 1985. The questionnaire addressed the issues of courses, classes, accessibility, employment, facilities and block release. Generally, students perceived Food School courses and facilities to be satisfactory.

TD/NSW 14.31

Rustomji L; Dent K
Basic education: a growth business. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 41p., appendices, bibliography, tables.
ISBN 724077979.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Adult basic education; Adult literacy; Basic skills; Literacy education

Minor Descriptors: Courses; Educational administration; Information needs; Numeracy; Student characteristics

Identifiers: Individual Learning Centres

Abstract: This report provides a general description of the Basic Education provisions of the NSW Department of TAFE and focuses on the student population served and organisational and management aspects of these provisions. The study sought to identify the full range of such provisions, the general trends in demand, student characteristics and an indication of resources applied to Basic Education. 1984 enrolment statistics, the annual 1984 Departmental census of activity by Course/ School/Division, lists of full time staff and their locations and interviews with Basic Education Division and Adult Literacy Information Office personnel provided the data. The study revealed that management of TAFE's Basic Education provisions is hampered by insufficient or incomplete date. A good management information system is required for program monitoring and future planning.

TD/NSW 14.32

New South Wales. Dept of Technical and Further Education
A review of the new opportunities course for women of non-English speaking background. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 65p., references, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Course evaluation; English (second language); Migrant adult education; Womens education

Minor Descriptors: Access to education; Multicultural education; Non English speaking; Student characteristics

Identifiers: New Opportunities for Women

Abstract: This review of the New Opportunities course for Women of non English speaking background was a cooperative effort between the TAFE Women's Coordination Unit and the TAFE Multicultural Education Unit. It aimed to determine whether the course serves the intended target group and to assess the past, present and future directions of the course to meet the needs of its target group. The survey method was used to ascertain the background of course participants, their expectations and aspirations. Directions of the course data was collected from interviews with NOW NESB staff from Petersham, Wollongong, Campbelltown and Liverpool Colleges of TAFE, the curriculum revision of the NOW NESB course and the 1984, 85 survey conducted on all Women's Access courses. The target group for the NOW NESB course was clearly identified as mature age women (over 25 years), from non English speaking backgrounds with limited or outdated past education or training who wish to undertake education, training or employment and who are uncertain of their direction. The recruitment and selection of students, curriculum and teaching strategies issues raised in the review are highlighted.

TD/NSW 14.33

New South Wales. Dept of Technical and Further Education
A review of the new opportunities course for Aboriginal women. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 29p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Aboriginal studies; Course evaluation; Womens education

Minor Descriptors: Access to education; Career development; Labour market; Student characteristics

Identifiers: New Opportunities for Women

Abstract: This review of the NOW course for Aboriginal women aimed to review the concept of a NOW course specifically for Aboriginal women, to examine the extent to which the course is meeting its objectives, to report on issues and problems encountered in course implementation and to make recommendations. Data was collected from file documentation, statistics on Aboriginal women in the labour market and TAFE, interviews with the students and course coordinators at Blacktown. Lismore and Wagga Wagga TAFE colleges and an Aboriginal Education Unit and TAFE Women's Coordination Unit joint seminar in 1985 to examine the education and training needs of Aboriginal women. The review found a good cause to continue to offer the NSW course and makes recommendations for further course improvements.

TD/NSW 14.34

Fletcher J
TAFE in the south western area of Sydney. Volume I: a social profile. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 44p., bibliography, graphs, maps, tables.
ISBN 724081151.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Non English speaking; Profiles; Regional characteristics; TAFE colleges

Minor Descriptors: Access to education; Employment patterns; Labour market; Population distribution

Identifiers: Sydney

Abstract: This is the first of a three part areal study of TAFE colleges in South Western Sydney. It provides a profile of the population and industry from which the colleges of the south west draw their students. The study highlights the rapid growth in population in south western Sydney, the structure and characteristics of the labour force and the relative inaccessibility of some of the TAFE colleges because of inadequate public transport services. The south west area is characterised by a rapidly expanding population, low levels of educational attainment and a high proportion of people from a Non English speaking background, as well as the expansion of commercial developments and community services. All these factors have important implications for the operational and future development of TAFE and will be incorporated in the formulation of a strategy for south western Sydney in volume two.

TD/NSW 14.35

Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education
Cumulated listing of 1986 Bachelor of Education theses. Sydney: Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education, 1986, 80p.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: TAFE; Theses

Abstract: A cumulated listing of 1986 Bachelor of Education theses completed at the Institute of Technical and Adult Teacher Education (ITATE), Sydney College of Advanced Education. Each listing includes information on the project title, contact name and work address and an abstract. Those theses with TD numbers provided are available in microfiche form from the NSW TAFE Clearinghouse. For information on the others, contact the authors.

TD/NSW 14.36

Hamilton B
Recent apprenticeship approval trends in New South Wales. Sydney: New South Wales. Dept of Technical and Further Education, 1987, 33p., appendices, diagrams, references, tables.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Educational trends; Trade courses; Trend analysis

Minor Descriptors: Educational demand; Regional characteristics

Abstract: This report tables and compares apprenticeship approval numbers by trade and region for the three years 1978/79, 1982/83 and 1985/86. Analysis of the original approvals, from NSW Apprenticeship Directorate information, has yielded interesting trends which affect TAFE provisions for trade training in particular, whilst apprenticeship approvals in food and hairdressing have grown significantly, there has been a marked decline in the metal trades. An analysis of the trends within each trade has identified the overall growth and decline of trades, as well as the growth and decline of these trades within the major regions of NSW.

NEW SOUTH WALES

TD/NSW 14.37

Gray J
College development, learning from the PEP experience. Sydney: New South Wales. Dept of Technical and Further Education, 1986, 33p., bibliography.

Format: Mfiche

Availability: NSW TAFE Clearinghouse

Price: Free

Series: (Staff Development Project Fellowship Reports)

Major Descriptors: Job training; Organisational change; Program evaluation; Transition education; Youth employment

Minor Descriptors: Access to education; Fellowships; Interviews; TAFE colleges

Identifiers: Participation and Equity Program

Abstract: This report examines one aspect of TAFE's contribution to youth policy, reporting the implementation of the Participation and Equity Program (PEP). Research was carried out at Armidale, Lismore and Wollongong Colleges. The aim was to describe experiences of teachers and administrators in relation to PEP programs in their college. Interviews, observations and document analysis provided the data. It was noted that there was a good response at a college level to major policy initiatives and that the PEP initiative has been significantly successful. In the recommendations noted are opportunities which might permit colleges of TAFE to respond more effectively to major policy initiatives.

NORTHERN TERRITORY

TD/NT 14.1

Northern Territory Post School Advisory Council
Northern Territory post-secondary student statistical profile 1979-1984. Darwin: Northern Territory Post School Advisory Council, 1984, 48p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Advanced education; Enrolment; Post secondary education; Statistical analysis; Statistical data; TAFE; Universities

Identifiers: Northern Territory

Abstract: This statistical profile of the Northern Territory post secondary student has been compiled to examine the growth and trends in post secondary education in the Northern Territory since 1979, and the year of Territory self government. The data available indicates that since 1979 the Territory has attained significant growth in the number of enrolments in advanced education and TAFE courses offered at institutions within the Northern Territory.

TD/NT 14.2

Northern Territory. Dept of Education
Adult education for Aborigines: the 1983 national conference on technical and further education for Aborigines and Torres Strait Islanders. Darwin: Northern Territory Vocational Training Commission, 1984, 207p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Aboriginal education; Aboriginal studies; Adult education; Higher education

Minor Descriptors: Aboriginal employment; Adult students

Identifiers: Torres Strait Islanders

Abstract: In 1983 the Vocational Training Commission of the Northern Territory, with assistance from the Northern Territory Department of Education, were hosts to the National Conference of TAFE, the subject being TAFE for Aborigines and Torres Strait Islanders. Papers prepared for the conference, both as discussion and background papers, and supplementary material, have been brought together in these proceedings. The papers throw light on the recent history of tertiary and future education.

TD/NT 14.3

Lichtenberg H J
Needs assessment report: Community College of Central Australia 1982. Alice Springs: Northern Territory. Dept of Education, 1982, 186p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Community colleges; Needs assessment; Post secondary education; Research reports

Minor Descriptors: Community education

Identifiers: Community College of Central Australia; Northern Territory

Abstract: This document is a report on the needs analysis undertaken at the Community College of Central Australia (Alice Springs, Northern Territory) during 1982. Although the research was exploratory in nature, it was anticipated that the findings and recommendations would assist the administration and the Council of the Community College of Central Australia in making decisions with respect to present operations of the time of writing and future directions of the institution.

NORTHERN TERRITORY

TD/NT 14.4

Sterling E T
Katherine Rural Education Centre: a review and recommendations for future development. Darwin: Northern Territory. Dept of Education, 1981, 150p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational facilities; Long range planning; Research reports; Rural education

Identifiers: Northern Territory

Abstract: This report resulted from an investigation conducted at the request of the Northern Territory Government in late 1980 to review the operation of the Katherine Rural Education Centre and to make recommendations for the short and long term development of the Centre.

TD/NT 14.5

Lopes I; Thiele K; Green B; Puffett D;
A proposal for a Northern Territory Open College of TAFE: draft. Darwin: Northern Territory. Dept of Education, 1985, 57p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational facilities; Organisational objectives; Program proposals; TAFE colleges

Minor Descriptors: Regional planning; Staff utilisation

Identifiers: Northern Territory

Abstract: This report on a proposal to establish the Northern Territory Open College of TAFE was compiled by a working party comprising representatives from the Northern Territory Department of Education, Adult Education Section and Training Branch staff representing various staff levels within the Branch. The report covers such aspects as the current situation, choice of model, field operations, regional structures, staff and related resource requirements and the implementation program.

TD/NT 14.6

Gordon D
The development of Katherine Rural College's role in serving the needs of the Northern Territory. Darwin: Katherine Rural College, 1986, 32p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational facilities; Long range planning; Recruitment; Research reports; Rural education

Identifiers: Northern Territory

Abstract: Katherine Rural College has been developed to provide training for the rural industries of the Northern Territory. It is well located and has the staff, buildings, equipment and infrastructure to undertake this function. A brief resume is provided. The report makes major recommendations in the areas of study specialisation, suggestions to overcome current recruitment difficulties and specific skill training.

TD/NT 14.7

Northern Territory. Dept of Education. Personnel Branch
Northern Territory Department of Education occupational health and safety manual. Darwin: Northern Territory. Dept of Education. Personnel Branch, 1986, 196p.
ISBN 0724516948.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational administration; Educational policy; Environmental standards; Occupational safety and health

Minor Descriptors: Safety education; Work environment

Abstract: This manual has been developed to provide guidelines for the maintenance of occupational health and safety in establishments under the control of the Northern Territory Department of Education. Its function is to ensure the health and safety of clients in all areas. It contains detailed procedures for the safety and security of Departmental buildings and contents. This manual provides a source of information for personnel in all areas of operation and will be kept under

108.

revision in line with changes in regulations and policies.

The layout of the manual provides points of entry based on broad areas of interest, and more specific topics. The index provides a listing of references to the same topics in different sections. The general sections cover basic information and procedures applicable to all employees. Increasingly specific information is related to individual needs and work situations.

TD/NT 14.8

Northern Territory. Dept of Education
The Northern Territory submission to the Technical and Further Education Council of the Commonwealth Tertiary Education Commission in respect of the 1985-1987 triennium. Darwin: Northern Territory. Dept of Education, 1983, 127p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Educational development; Educational environment; Educational needs; Educational planning; Educational trends

Minor Descriptors: Enrolment; Financial support

Identifiers: Grimster W F; Northern Territory Vocational Training Commission

Abstract: This document, prepared for submission to the TAFE Council of the Commonwealth Tertiary Education Commission, represents the current forward plans and intentions of the Northern Territory in respect of the TAFE Sector of post school education and training for the years 1985-87.

Such factors as population growth, physical features, communications, projections of student numbers, anticipated community needs and industry are examined in relation to TAFE needs and services. The report examines TAFE programs in relation to funding levels.

TD/NT 14.9

Chard G W F
Enhancing the vocational preparation of youth in the Northern Territory. Darwin: Northern Territory. Dept of Education, 1984, 171p.
ISBN 0724510605.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Employment patterns; Industrial education; Research reports; Vocational education

Identifiers: England; Northern Territory; Wales

Abstract: This report covers an examination of selected initiatives in the vocational preparation of young people in England and Wales, and projections of their relevance to the Northern Territory situation.

The author's objective was to gain an appreciation of the British methodology as a basis for contributing to the development of initiatives which may improve the prospects of Northern Territory youth.

The early chapters clarify the organisational context within which the British initiatives are set; and a detailed description of relevant characteristics of the Northern Territory follows as a backdrop for the proposals outlined in the final chapter.

TD/NT 14.10

Shimpo M
Young Aboriginals and unemployment: a survey of socio-cultural factors, education and training facilities affecting the employment of young Aboriginals in the Northern Territory. Darwin: Northern Territory. Technical and Further Education Div, 1985, 73p.
ISBN 0724516204.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Aboriginal education; Aboriginal employment; Educational assessment; School surveys; Unemployment

Minor Descriptors: Aboriginal youth

Abstract: This study is a sociological analysis of the unemployment situation of young school leavers in Aboriginal settlements in the Northern Territory. The target of the study is traditionally oriented Aboriginals living mainly in settlements and outstations. Although the study does not have a specific theory out of which specific hypotheses could be derived and be tested by the collected data, it has a general theoretical orientation.

The report deals with two sets of findings: The analysis of the infrastructure associated with adult education in historical perspective, and enquiries into the problems of training and employment of post school Aboriginals in remote areas of the Northern Territory.

NORTHERN TERRITORY

TD/NT 14.11

Northern Territory. Dept of Education
Northern Territory Schools: direction for the eighties. Darwin: Northern Territory. Dept of Education, 1983, 84p.
ISBN 0724507299.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Curriculum development; Curriculum guides; Policy formation; Position papers

Abstract: This policy statement is intended for use primarily by clients of the education system, parents, students and the wider community. It will also serve as a framework for those who plan and administer educational programs at the various Departmental levels and in schools. It is expected that the book will be the basis for the formation of policies at all levels, planning curriculum development and implementation, the allocation of resources and, most importantly, for what goes on in classrooms.

TD/NT 14.12

Sri-Pathmanathan C
Apprentice recruitments and some policy aspects concerning apprentice training in the Northern Territory: a report on the short to medium term (1985-1987) apprentice recruitment forecasts including an analysis of some related policy issues. Darwin: Northern Territory. Dept of Industry and Small Business, 1985, 82p.
ISBN 0724502866.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Apprenticeships; Industrial training; Policy; Predictive measurement; Recruitment

Minor Descriptors: Prediction

Identifiers: Northern Territory Vocational Training Commission

Abstract: This study concerning apprentice recruitment forecasts, including an analysis of some related policy issues, was undertaken by the NT Vocational Training Commission during 1984. The forecasts contained in the report are intended for the benefit of NT TAFE Colleges, employers and the Government departments that are involved in the planning and provision of education and training programmes to meet the demand for tradespeople.

Explored and examined in this report are also a number of aspects of policy which are deemed critical to the effective and efficient performance of the apprentice system of training in the Northern Territory. The intention here is to create an awareness of the issues and to generate discussion amongst all parties to the apprenticeship system of training with the objective of reaching concensus in any future modifications designed to improve apprenticeship training within the Territory.

TD/NT 14.13

Buchan N W
Apprentice failure rates at the Darwin Institute of Technology: report and recommendations. Darwin: Darwin Institute of Technology, 1985, 61p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Apprenticeships; Colleges of advanced education; Employment; Failure; Industrial training; Vocational education

Abstract: This report was conducted as a result of expressed concern of staff in the School of Trades at the Darwin Institute of Technology. Staff were concerned that some apprentices who attended trade classes lacked basic skills in literacy and/or numeracy. These apprentices usually failed their first year of studies and either repeated or 'dropped out', this causing unnecessary wastage of resources.

The investigation looks at the total population of apprentices attending the Darwin Institute of Technology and their employers. It was felt that this would provide a better picture of the problem and a more comprehensive solution.

The investigation revealed that employers would like to see all candidates for apprenticeships tested by a central body prior to being interviewed. They add that they reserve the right to employ candidates who have failed the test but they would insist that those apprentices who had failed, complete Bridging Studies before they attend their trade training.

NORTHERN TERRITORY

TD/NT 14.14

Brooks M L; Scarlett S
Review of the operations within Northern and Southern regions of the Northern Territory Department of Education. Darwin: Northern Territory. Dept of Education, 1981, 55p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Series: (Steering Committee Report n.2)

Major Descriptors: Organisational effectiveness; Policy formation; Strategic planning

Minor Descriptors: Special education

Abstract: In January 1981 the Secretary of the Northern Territory Department of Education, Mr S Saville, and the then Public Service Commissioner, Mr N Campbell, approved the setting up of joint review teams to conduct an inquiry into a number of areas of operations within the Department of Education. The terms of reference for this specific review were to examine the inter relationship between Central Office and the Directorates; to clarify the role of the directorates/regions in the formulation of departmental policy; to investigate the operations of the staff attached to Guidance and Special Education section; to investigate the utilisation of advisory staff and to make recommendations concerning operational strategies for the department as a whole.

TD/NT 14.15

Smith J; Nickolas J; Leung F K W;
Research report: a study undertaken by the Accreditation and Assessment Section of the Curriculum and Assessment Branch for the PEP Committee of the Commonwealth Schools Commission. Darwin: Northern Territory. Dept of Education, 1986, 318p.
ISBN 0724513426.

Format: Interlib

Availability: NT TAFE Clearinghouse

Series: (Study on the participation and equity in Northern Territory senior secondary education)

Major Descriptors: Aboriginal education; Access to education; Educational alternatives; Educational demand; Postsecondary education

Identifiers: Participation and Equity Program

Abstract: The main objectives of this study are four fold. Firstly, the educational and occupational choices of Years 10 to 12 students in the Northern Territory are examined, with special reference to the choices taken by students of Aboriginal descent. It is hoped that a clear profile of choices of Aboriginal students at senior secondary level in the mainstream high schools will emerge. Secondly, the study aims at exploring the school factors and out of school factors which influence students' choices of career and participation in postsecondary education. In order to provide background information for the planning and development of the University College of the Northern Territory, the Darwin Institute of Technology and other NT postsecondary colleges, the third objective is to make explicit the demand for tertiary education in the Territory. Finally, the study intends to provide research based information and reference for the PEP Committee of the Commonwealth Schools Commission and to create an hierarchical database on students flowing through the Northern Territory senior secondary education. It is hoped that the various factors which emerged from this survey, the arguments which have been deduced from them and the appreciation of the general issues under study will assist planning of the senior secondary education in the context of the Northern Territory.

TD/NT 14.16

Leung F K W
Influences on students' career plans and participation in post-secondary education. Darwin: Northern Territory. Dept of Education, 1986, 38p.
ISBN 0724513027.

Format: Interlib

Availability: NT TAFE Clearinghouse

Series: (Study on the participation and equity in Northern Territory Senior Secondary Education: Research Paper n.2)

Major Descriptors: Career choice; Influences; Postsecondary education

Minor Descriptors: Occupational aspiration; Vocational interests

Abstract: This research paper aims at examining the factors that influence students' perceptions of education and career choice. 27 'school' and 'out-of-school' factors which would influence students' decision of their future plan were analysed by multivariate statistical methods. Factor analysis and discriminant analysis were applied to determine the ways in which the responses to the influence variables varied between different groups of students. It is important for every educator to understand how various groups of students are influenced by different factors. The 27 influence variables designed for this survey were loaded into five factor groups using factor analysis procedure. Eight sets of discriminant analyses were carried out to examine various groups of students' emphases on the influence variables/factor groups. They included students of different sexes, year levels, ethnic background (Aboriginality), different geographic locations, and students who had different intentions and plans for their careers and tertiary education. Various behaviour patterns emerged from these analyses. Using the results, educational planners and decision makers should be able to identify the behaviour, value and judgement of the group of students that they are going to deal with. The most appropriate provisions for particular groups of students can therefore be made accordingly.

TD/NT 14.17

Leung F K W
Demand for tertiary education in the Northern Territory. Darwin: Northern Territory. Dept of Education, 1986, 62p.
ISBN 0724513108.

Format: Interlib

Availability: NT TAFE Clearinghouse

Series: (Study on the participation and equity in Northern Territory Senior Secondary Education: Research Paper n.3)

Major Descriptors: Access to education; Educational alternatives; Educational demand; Postsecondary education

Abstract: This research paper examines the demand for tertiary education in the Northern Territory. The principal objective is to provide background information for the planning and development of the University College of the Northern Territory, the Darwin Institute of Technology and other NT post secondary colleges.

Demand for tertiary courses between students of different sexes, year levels and students choosing different types of higher education institution was examined in detail. The high demand for postsecondary study was evident. According to the findings, at least two-thirds of all Years 10 - 12 students intended to pursue a post secondary course. Of these two thousand potential aspirants, about 60% intended to leave the Territory and study interstate; about 30% intended to study in the Darwin Institute of Technology; the rest opted for post secondary courses offered by the Katherine Rural College, the Community College of Central Australia, the Batchelor College and other higher education institutions overseas. Most of the American students accompanying their parents who worked in Pine Gap intended to do their university education in the United States. The reasons for large number of students leaving the Territory for tertiary study are twofold. The Northern Territory alone of all Australia's States and Territories has no university, students who aspire for university qualifications leading to better future job prospects have to obtain these interstate. Secondly, the existing postsecondary college in the Northern Territory cannot provide some highly specialised and technical courses, such as Medicine, Engineering, Architecture, Law, etc. Students aspiring for those courses have to study interstate.

From January 1987 onwards, it is hoped that the present high rate of higher education aspirants going interstate would be reduced progressively as a result of the opening of the University College of the Northern Territory. Through the cooperation and coordination of the new University College and the existing post secondary colleges in the Territory, it is envisaged that in the very near future sufficient provision of higher education courses can be provided to cater for the high demand of post secondary education in the Northern Territory.

TD/NT 14.18

Northern Territory. Dept of Education. Evaluation and Assessment Unit
Study on participation and equity in Northern Territory senior secondary education 1984. Darwin: Northern Territory. Dept of Education. Evaluation and Assessment Unit, 1985, 166p.

Format: Interlib

Availability: NT TAFE Clearinghouse

Major Descriptors: Attendance patterns; Career choice; Postsecondary education; Secondary education

Minor Descriptors: Career planning; Upper secondary years

NORTHERN TERRITORY

Identifiers: Participation and Equity Program

Abstract: In 1984 the Evaluation and Assessment Unit of the Northern Territory Department of Education undertook a study on student participation through Year 10 to 12 in the Northern Territory, with particular regard to the vocational emphasis of education.

This report followed on from discipline surveys conducted in 1982 and 1983, but its purpose was to introduce several independent variables in an attempt to identify any underlying factors which may be hampering the Territory and Commonwealth Governments from achieving long term goals in post compulsory education.

It was intended that the use of this study would fall into three categories. Firstly, to show interest in identifying possible needs in NT education which might satisfy criteria for PEP funding. Secondly, such suggestions as might be made should be of interest to the NT Department of Education in the making and implementation of policy. Thirdly, it was expected that the study would isolate topics which should be candidates for further, more intensive study.

QUEENSLAND

TD/QLD 14.1

O'Malley R
A proposal for the use of AUSSAT in Technical and Further Education. Brisbane: Queensland. Div of Technical and Further Education, 1986, 47p., glossary, appendices.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Q-NET; Queensland

Abstract: This proposal details a strategy for the utilisation of AUSSAT (the Australia domestic communications satellite) by TAFE in Queensland via Q-NET (the Queensland government's telecommunications network hosted by AUSSAT). Following an introductory section which outlines the current situation, the report examines its subject matter in terms of the following major topics: perceived user needs; technical capabilities of the system; desirable and feasible educational outcomes; proposed organisation administrative structure for the TAFE Q-NET network. Thirteen specific recommendations are made in the proposal, which concludes with details of and a timetable for implementation of the TAFE satellite based learning and administrative network proposed. Implementation considerations include equipment trialling, management structure, staff development, locations serviced, projects and educational outcomes of the service. Schematic representations of a number of relationships and processes within the proposed system together with an implementation time line are appended.

TD/QLD 14.2

O'Malley R
A progressive report of Q-NET in Technical and Further Education: report number 1. Brisbane: Queensland. Div of Technical and Further Education, 1986, 6p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Q-NET; Queensland

Abstract: This is the first in a series of progress reports which updates 'A proposal for the use of AUSSAT in Technical and Further education' (Queensland. Div of Technical and Further Education, 1986). In September 1986 approval was given for implementation of Stage 1 of this proposal. Stage 1 comprises a number of trials which explore the limitations of Q-NET (the Queensland government's telecommunications network) within clear and fixed parameters. This report provides details of the progress of these trials. It focuses on the testing of antenna and communication centre equipment and on consultations with industry.

TD/QLD 14.3

O'Malley R
A progressive report of Q-NET in Technical and Further Education: report number 2. Brisbane: Queensland. Div of Technical and Further Education, 1986, 5p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Q-NET; Queensland

Abstract: This is the second in a series of progress reports which updates 'A proposal for the use of AUSSAT in Technical and Further Education' (Queensland. Div of Technical and Further Education, 1986). In September 1986 approval was given for the implementation of stage 1 of this proposal. Stage 1 comprises a number of trials which explore the limitations of Q-NET (the Queensland government's telecommunications network) within clear and fixed parameters. This report provides details of the progress of these trials. It describes a number of demonstrations of the capabilities of the technology as well as further developments in the trials and discussions outlined in Report no. 1.

TD/QLD 14.4

O'Malley R
A progressive report of Q-NET in Technical and Further Education: report number 3. Brisbane: Queensland. Div of Technical and Further Education, 1986, 9p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Q-NET; Queensland

Abstract: This is the third in a series of progress reports which updates 'A proposal for the use of AUSSAT in Technical and Further Education' (Queensland. Div of Technical and Further Education, 1986). In September 1986 approval was given for the implementation of Stage 1 of this proposal. Stage 1 comprises a number of trials which explore the limitations of Q-NET (the Queensland government's telecommunications network) within clear and fixed parameters. This report provides details of the progress of these trials. It briefly reports the results of further trials and discussions, on educational television programmes broadcast and on the involvement of community groups and other government departments.

TD/QLD 14.5

O'Malley R
A progressive report of Q-NET in Technical and Further Education: report number 4. Brisbane: Queensland. Div of Technical and Further Education, 1987, 15p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Q-NET; Queensland; South Brisbane College of TAFE. School of Electronic Media Studies

Abstract: This is the fourth in a series of progress reports which updates 'A proposal for the use of AUSSAT in Technical and Further Education' (Queensland. Div of Technical and Further Education, 1986). In September 1986 approval was given for the implementation of Stage 1 of this proposal. Stage 1 comprises a number of trials which explore the limitations of Q-NET (the Queensland government's telecommunications network) within clear and fixed parameters. This report provides details of the progress of these trials. Notable topics reported on are the transmission schedule for television programmes and the establishment of the School of Electronic Media Studies, South Brisbane College of TAFE as the body responsible for the implementation, management, project development and daily running of TAFE Q-NET.

TD/QLD 14.6

Toia J
An evaluation of college-based assessment policies. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, iii, 33p.,

QUEENSLAND

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Evaluation methods; School based assessment; Student assessment; TAFE colleges; Testing

Minor Descriptors: Evaluation; Peer evaluation; Questionnaires; Tests

Identifiers: C-BAS; Queensland

Abstract: This investigation attempted to evaluate the extent to which the aims of College-Based Assessment of Students (C-BAS) are being met. The extent of progress towards a point where colleges have responsibility for evaluation of their own assessment procedures and assessment instruments was studied. Data collected during the study indicated that while the majority of senior officers from the seven colleges selected for the study had a working knowledge of C-BAS aims, teaching staff in these colleges tended to have only a limited awareness of these. It was generally agreed that these aims were being met to a certain extent. Weaknesses in the call up system for the evaluation of assessment instruments as perceived by teachers and senior staff in the selected colleges were highlighted during the study. It was found that College Assessment Committees were established in six of the seven colleges surveyed. While the stage of development, membership, and functions of the College Assessment Committee varied from college to college, there were very few college sections with a formal Section Assessment Committee. Liaison between College Assessment Committees was limited, although it was generally agreed that liaison between colleges, particularly at a sectional level, could be beneficial in addressing specific assessment issues. The possibility of colleges becoming responsible for the evaluation of their own assessment instruments was discussed, with the maintenance of standards from college to college being the main concern of participants in the study. Recommendations include the continuation of the present call up system while simultaneously trialling a system of liaison between colleges for the evaluation of assessment instruments and other assessment issues.

TD/QLD 14.7

Queensland. Div of Technical and Further Education. Curriculum Branch
The evaluation of college devised assessment instruments used by Queensland TAFE Colleges (C-BAS report) 1983, including first and second semester assessment, Curriculum Branch evaluation, peer evaluation. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1984, 32p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Evaluation methods; School based assessment; Student assessment; TAFE colleges; Testing

Minor Descriptors: Peer evaluation; Tests

Identifiers: C-BAS; Queensland

Abstract: Because the enormous range of subjects offered to students within the Queensland TAFE system, particular expertise in the development of assessment instruments is required. Student assessment must be decentralised to colleges. Since 1979 all assessment of TAFE students in Queensland has been carried out within colleges under C-BAS (College Based Assessment of Students). Under C-BAS, college commitments include: devising student assessment methods; cooperating with Curriculum Branch in a system to maintain assessment standards; assessment of students; ensuring that assessment of all internally assessable subjects is effective and standards that are maintained; the preparation and production of assessment instruments for all internally assessable subjects within the college. Curriculum Branch is responsible for evaluating a five percent sample of college devised assessment instruments and for calling up a further five percent sample for peer evaluation. Since the introduction of C-BAS there has been a continuing development and improvement in standards of college devised instruments. This is due to a number of factors including the two types of evaluations carried out on the two different samples of more than 1000 subjects assessed during 1983. The 1983 evaluations proved very helpful and constructive both for the teachers who developed and designed the assessment instruments and for the evaluators. One of the more encouraging aspects of the evaluation of 1983 instruments has been the very frank and constructive comments provided by evaluators. Most of the comments indicated a general improvement in assessment standards.

TD/QLD 14.8

Queensland. Div of Technical and Further Education. Curriculum Branch
The evaluation of college devised assessment instruments used by Queensland TAFE Col-

leges (C-BAS report) 1984, including first and second semester assessment, Curriculum Branch evaluation, peer evaluation. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1985, 31p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Evaluation methods; School based assessment; Student assessment; TAFE colleges; Testing

Minor Descriptors: Peer evaluation; Tests

Identifiers: C-BAS; Queensland

Abstract: Because the enormous range of subjects offered to students within the Queensland TAFE system particular expertise in the development of assessment instruments is required and student assessment must be decentralised to colleges. Since 1979 all assessment of TAFE students in Queensland has been carried out within colleges under C-BAS (College Based Assessment of Students). Under C-BAS college commitments include: devising student assessment methods; cooperating with Curriculum Branch in a system to maintain assessment standards; assessment of students; ensuring that assessment of all internally assessable subjects is effective and that standards are maintained; the preparation and production of assessment instruments for all internally assessable subjects within the college. By 1984, 4800 subjects had been developed by Queensland TAFE. during 1984, almost 2000 subjects were taught and assessed. Of these subjects, Curriculum Branch evaluated all available instruments for 99 nominated subjects and instruments for another 53 subjects assessed during the year were subjected to peer evaluation. In 1983, the evaluations showed a general improvement in standards of assessment instruments. In 1984, there was no comparable improvement in the standard of instruments. A plateau had apparently been reached although there is still room for further improvement. There was some reluctance by colleges to meet the required procedures under C-BAS. Teachers have benefitted from critical exchange of comments on college devised instruments in the previous C-BAS evaluations. Unfortunately, the evaluations of 1984 instruments tended to lack the perceptive and more helpful comments of considered review.

TD/QLD 14.9

Queensland. Div of Technical and further Education
1986 Annual statistical survey: state summaries. Brisbane: Queensland. Div of Technical and Further Education, 1987, 190p., tables.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Courses; Enrolment; Expenditures; Personnel; TAFE; TAFE students; TAFE teachers

Minor Descriptors: Annual reports; Statistical data

Identifiers: Queensland

Abstract: A compilation of Queensland TAFE statistics for 1986, including a list of institutions and affiliated centres, enrolments by courses, correspondence, part time and full time enrolments, staff numbers and expenditure.

TD/QLD 14.10

O'Malley R
A progressive report of Q-NET in Technical and Further Education: TAFE Q-NET, the future? Brisbane: Queensland. Div of Technical and Further Education, 1987, 17p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Series: (Report n.5)

Major Descriptors: Communications satellites; Distance education; Information networks; TAFE

Minor Descriptors: Educational alternatives; Rural students; Telecommunications

Identifiers: AUSSAT; Q-NET; Queensland; South Brisbane College of TAFE. School of Electronic Media Studies

Abstract: This is the fifth in a series of progress reports which updates a proposal for the use of AUSSAT in Technical and Further Education (Queensland. Div of Technical and Further Education, 1986). In September 1986 approval was given for the implementation of Stage 1 of this proposal. Stage 1 comprises a number of trials which explore the limitations of Q-NET (The Queensland government's telecommunications network) within clear and fixed parameters. According to this report, as of July 1987 all aspects of Stage 1 had been achieved. After giving details of the level of technological development attained, the report describes various activities undertaken since early 1987. After a discussion of various difficulties considered to be hampering TAFE Q-NET in achieving its potential, it concludes with a consideration of the future of the Queensland TAFE satellite network.

TD/QLD 14.11

Parsons P M; Phillips K R
Destinations of students completing TAFE preparatory courses: a study of selected Stream 2000 courses. Brisbane: Queensland. Div of Technical and Further Education, 1986, viii, 46p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Bridging courses; Introductory courses; Outcomes of education; Prior learning; Program effectiveness; TAFE students; Trade courses

Minor Descriptors: Followup studies; Program evaluation; Questionnaires; Student development

Abstract: This exploratory study examined the destinations and performance of 1921 students who graduated from selected technical and further education preparatory courses in Queensland. The research design included collation and analysis of data presently held on enrolment and examination files, and the administration of a questionnaire. Results of this study emphasise the diverse range of courses in which graduates enrol in the year following graduation. Generally, the study indicated that graduates enrolling in a technical and further education course in the following year tended to perform better than other students in the same course. Furthermore, the vast majority of graduates enrolling in courses offered by other education authorities were successful in the first year of that course. Typically individuals regarded the preparatory course as beneficial to future study activities and to future employment arrangements. The collected data reflects the destinations and performance of graduates from a selection of Stream 2000 courses. These data might later contribute to a more extensive evaluation initiative for one or more preparatory courses. This study has drawn attention to the complexities associated with the development of curriculum for students in preparatory courses.

TD/QLD 14.12

Nielsen H R
Provision of teaching staff in Queensland TAFE Colleges: an overview. Brisbane: Brisbane College of Advanced Education. Mount Gravatt Campus, 1987, vii, 95p. (Dissertation submitted in partial fulfilment of the requirements for the Graduate Diploma of Educational Administration (TAFE)).

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: TAFE teachers; Teacher placement; Teacher recruitment

Minor Descriptors: Personnel policy; Staff utilisation; Teacher employment

Identifiers: Queensland

Abstract: This study sets out to examine past and present methods of providing teachers for TAFE Colleges in Queensland. A major aim of such an examination is to determine if existing methods of teacher provision are appropriate for today's changing educational demands. Initial investigations revealed an apparent lack of written policies of guidelines for teacher provision in Queensland TAFE Colleges. An attempt has been made in this study to discover if policies or guidelines do exist and if so how they are put into practice. An attempt to place current practices in their historical context has also been made. Throughout the study the importance of the human element in the effective functioning of an organisation is stressed. Overall the study suggests that teaching staff provision for colleges of TAFE in Queensland is gradually becoming more systematic. The study argues that greater attention may need to be given to the development of policies and to relevant guidelines for their implementation. According to the study, particular attention should be given to the long term forecasting and planning of teaching staff needs in order to satisfactorily cater for future educational demand.

TD/QLD 14.13

Queensland. Dept of Education. Ministerial Advisory Committee on Distance Education *Report to the Honourable L W Powell, MLA, Minister for Education, Queensland.* Brisbane: Queensland. Dept of Education, 1986, 126p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Correspondence schools; Distance education; Rural education

Minor Descriptors: Communications satellites; Home study; Telecommunications

Identifiers: Matheson I J; Queensland

Abstract: The Ministerial Advisory Committee on Distance Education was required to provide to the Minister the following: a clear definition of the meaning of distance education relevant to isolated students in Queensland; recommendations for strategies which would allow the integration of that definition into the existing educational system serving remote and isolated students; recommendations on the ways in which distance education might be effectively coordinated; and recommendations for any additions or changes to the relevant sections of the Fifth Interim Report of the Parliamentary Select Committee on Education in Queensland (1979) which might improve and make more effective the provision of coordinated educational services to isolated students. Major areas of concern and focus were distance education services for: students in the pre- and compulsory years of schooling; students in the post compulsory years, and additional support and services for remote schools. The Committee makes 64 specific recommendations in this report, which concludes with an analysis of the recommendations in terms of their policy and funding implications.

TD/QLD 14.14

Bowness G J
Inspection in Technical/TAFE colleges, 1905-1985. Brisbane: Brisbane College of Advanced Education. Mount Gravatt Campus, 1986, vi, 90p. (Dissertation submitted in partial fulfilment of the requirements for the Graduate diploma of educational administration (TAFE)).

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Inspection; Inspectors; TAFE colleges

Minor Descriptors: Educational administration; Educational history; Geographic regions; Teacher evaluation

Identifiers: Queensland

Abstract: This study is an historical examination of the position, role, responsibilities and duties of the inspector of Queensland TAFE (formerly technical) colleges from 1905 (when the first inspector of technical colleges was appointed) to 1985. During this period the position of inspector proceeded through a number of significant changes, even ceasing to exist in its own right for 27 years. In recent years the trend towards regionalisation has again exerted a significant influence upon the Queensland Department of Education and thus the Division of TAFE. In the light of this trend and the disappearance of the position of inspector of TAFE colleges in other Australian states the author concludes that the days of TAFE inspectors in Queensland may be numbered, with their duties being performed by other individuals or groups.

TD/QLD 14.15

Kiely T; Knobel T
Evaluation of the accelerated apprenticeship course CN168 Boilermaking, Mackay College of TAFE: final report. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, ii, 122p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Acceleration; Apprenticeships; Metal trades; TAFE; Welding

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Identifiers: Mackay College of TAFE

Abstract: The Accelerated Apprenticeship Courses introduced into Queensland TAFE in 1983 were in response to the need to supply extra tradespersons who were required by the coal mining industry employers at South Blackwater, Oakey Creek and Balamoo in

Central Queensland. Under this scheme the period of apprenticeship in these trade areas was reduced from four to three years in the Boilermaking and the Fitter, Fitter DHEE areas, and to three years and three months for the Electrical Fitter and/or Mechanic. This report describes the evaluation of the TAFE education component of the Skills in Demand Accelerated Apprenticeship Scheme CN 168 Boilermaking offered at Mackay College of TAFE. Data for the evaluation were gathered from students, teachers, college administrators, employers, union representatives, and Industry and Commerce Training Commission officers. students, teachers and College administrators were surveyed by questionnaires and interviews during each of the four modules and the employers by questionnaires when the students had completed Module 4. Information was sought and compiled in the four interim reports included in this report. The report concludes that the course has proved a success in meeting its immediate objectives of providing trade training in a shorter period of apprenticeship. It was considered that the modular format used was successful and the flexibility of programming allowed by it could be used to advantage in other courses.

TD/QLD 14.16

Queensland. Div of Technical and Further Education. Resource Management Branch *The Sunshine Coast: evaluation of possible strategies to provide local post-school education: a report.* Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1985, iii, 63p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Educational demand; Population trends; Regional planning; TAFE colleges

Minor Descriptors: Community surveys; Data analysis; Population distribution

Identifiers: Kirby Report (1985); Sunshine Coast Qld

Abstract: The Sunshine Coast has experienced rapid growth in recent years. It has far exceeded the prevaling expectations of the late seventies when the preliminary planning for the existing TAFE college campus at Nambour began. The purpose of this report is to review the post school educational needs of the Sunshine Coast and assess possible strategies to provide an optimum level of relevant TAFE services. It is recommended that a major broad based TAFE facility be established at Mooloolaba and a modest building programme be undertaken at the Nambour campus to overcome existing deficiencies and provide minor expansion. With respect to the delivery of post school educational services, the report calls for greater integration of the upper secondary and TAFE systems. The adoption of this new post school educational model is expected to have the effect of increasing retention rates at the upper secondary levels because of the added attractiveness of vocational training options. Pressure on the existing apprenticeship training system should thus be reduced allowing it to be progressively phased out in favour of full time instructionalised training. The participation rates of lower secondary school graduates (those completing Year 10) in tertiary entrance programmes will possibly decline because greater numbers will elect to pursue vocational options. The educational models outlined in this report are compatible with the broad skills training approach outlined in the recent report by the Committee of Inquiry into Labour Market Programs headed by Mr P Kirby (Canberra: AGPS, 1985).

TD/QLD 14.17

Queensland. Div of Technical and Further Education. Resource Management Branch *Justification submission for the development of the Bayside College of TAFE: a report . . ..* Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1986, 41p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Educational demand; Educational facilities design; TAFE colleges

Minor Descriptors: Community surveys; Data analysis; Educational needs; Horses

Identifiers: Bayside College of TAFE: Kirby Report (1985)

Abstract: This report examines the need for the establishment of broad based TAFE facilities in Brisbane's outer eastern suburbs and in particular, the area encompassing the rapidly growing Redland Shire. It has a dual purpose in that it serves firstly as a preliminary planning document for Queensland Government decision makers and secondly as a justification submission to the Commonwealth Tertiary Education Commission (CTEC). This report proposes the establishment of a broad based TAFE college centrally in the Reldand Shire to service both traditional TAFE demand and other post school vocational needs of the local community. This college will serve to complement the existing high schools at Cleveland and Capalaba and the Alexandra Hill Senior College by providing an integrated range of post school services as well as providing scope for the introduction of a wide range of traineeships (particularly in the equine related industries of farriery, saddlery, etc.) of the kind recommended in the Kirby report on labour market programs. The possibility of establishing a second college to service the nearby Wynnum area is also canvassed in this report.

TD/QLD 14.18

Queensland. Div of Technical and Further Education. Resource Management Branch
Justification submission for the development of the Bowen College of TAFE: a report . . .. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1986, 19p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Demograhy; Educational demand; Educational facilities design; TAFE colleges

Minor Descriptors: Community surveys; Data analysis; Educational needs

Identifiers: Bowen College of TAFE

Abstract: This report seeks funding from the Commonwealth Tertiary Education Commission (CTEC) for the establishment of a broad based TAFE college to service the needs of the Bowen/Proserpine region. It attempts to justify the establishment of this facility by examining population, economic, geographic and other relevant demographic factors affecting educational demand in the region before outlining a building proposal. According to the report a number of alternative locations within the region were assessed. The siting of the college campus at Bowen is demonstrated to be the only realistic option. Whilst transport access is a problem irrespective of the location of a TAFE facility within the region, the siting at Bowen is considered to minimise this problem. This strategy also offers reasonable day access to most potential students domiciled in the Proserpine and Bowen Shires.

TD/QLD 14.19

Queensland. Div of Technical and Further Education. Resource Management Branch
Justification for the development of the Southern Downs College of TAFE, the Johnstone College of TAFE, Stage 1 of the Logan College of TAFE: a report. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1984, 119p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; Educational demand; Educational facilities design; TAFE colleges

Minor Descriptors: Community surveys; Data analysis; Educational needs

Identifiers: Johnstone College of TAFE; Logan College of TAFE; Southern Downs College of TAFE

Abstract: The purpose of this submission is to justify the following proposed capital projects in accordance is to justify the following proposed capital projects in accordance with the procedural arrangements of the Commonwealth Tertiary Education Commission for the administration of building grants for TAFE institutions. These projects are: Southern Downs College of TAFE; Johnstone College of TAFE; and Logan College of TAFE. Although the establishment of TAFE facilities can be justified for other Queensland communities, the above projects are considered to have greater priority in terms of physical needs and/or remoteness from existing facilities. To avoid unnecessary repetition the justifications for the above projects are incorporated into a single publications with a common introduction. For each project the submission analyses relevant demographic, economic and environmental aspects of the local region, assesses the potential demand for a TAFE facility and outlines the college building proposal.

TD/QLD 14.20

Queensland. Div of Technical and Further Education. Resource Management Branch *Innisfail College of Technical and Further Education*. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1983, 86p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans; Community colleges; Educational needs

Identifiers: Building briefs; Johnstone College of TAFE

Abstract: This educational/architectural brief details the requirements for the Innisfail (later Johnstone) College of Technical and Further Education. It is based on the Queensland TAFE model for establishments in small communities. The college is designed to meet the requirements of the first and second years of the prevocational (trade based) courses in the engineering and building strands, the prevocational course in fashion, the prevocational course in rural studies and also to cater for some limited stages of trade apprenticeship courses. Resources to conduct extension and enrichment courses and a small commercial and office education unit are also provided. Important design requirements are flexibility, multi function usage capability and capacity for expansion. A loose furniture schedule is appended.

TD/QLD 14.21

Queensland. Div of Technical and Further Education. Resource Management Branch *South Burnett College of Technical and Further Education: building brief.* Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1982, 58p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans; Community colleges; Educational needs

Identifiers: Building briefs; South Burnett College of Technical and Further Education

Abstract: This educational/architectural brief details the requirements for the (then proposed) South Burnett College of TAFE, located in Kingaroy. It is based on the Queensland TAFE model for TAFE establishments in small communities. The college is designed to meet the requirements of the first and second years of the prevocational (trade based) courses in the engineering and building strands, the prevocational course in fashion, the prevocational course in rural studies and also to cater for some limited stages of trade apprenticeship courses. Resources to conduct extension and enrichment programmes, as well as small commercial and office education, hairdressing, arts and crafts and dining units are also provided. Important design requirements are flexibility, multi function usage capability and capacity for expansion.

TD/QLD 14.22

Queensland. Div of Technical and Further Education. Resource Management Branch *Bowen College of Technical and Further Education: a brief. . ..* Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1985, 69p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans; Community colleges; Educational needs

Identifiers: Bowen College of TAFE; Building briefs

Abstract: This educational/architectural brief details the requirements for the Bowen College of Technical and further Education, which is to serve the communities of the Bowen and Proserpine shires. The college is to be designed to meet the vocational training requirements of the first and second years of prevocational (trade based) courses in the engineering and building strands, the prevocational course in fashion, the prevocational course in rural studies and production horticulture and also to cater for some first year stages of trade apprenticeship courses. Other areas in which it is proposed that courses be offered include business studies, catering and hospitality, hairdressing and further education and enrichment activities (e.g. arts and crafts). Important design requirements are flexibility, multi function usage capability and capacity for expansion.

TD/QLD 14.23

Queensland. Div of Technical and Further Education
Johnstone College of TAFE, Innisfail North Queensland. Brisbane: Queensland. Div of Technical and Further Education, 1985, 22p., plans.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans

Identifiers: Building briefs; Johnstone College of TAFE

Abstract: This brief details the specific building requirements for the Johnstone College of TAFE (Innisfail, North Queensland). As such it supplements a previous document entitled 'Innisfail College of Technical and Further Education' which dealt with broader educational/architectural concerns. Developed design sketch plan drawings for the entire campus are included.

TD/QLD 14.24

Queensland. Div of Technical and Further Education. Resource Management Branch
Gympie College of Technical and Further Education: educational brief. Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch, 1985, 67p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans; Community colleges; Educational needs

Identifiers: Building briefs; Gympie College of TAFE

Abstract: This educational/architectural brief is for the Gympie College of Technical and Further Education, which will service the communities of Gympie city as well as Kilkivan and Widgee shires. The college is to be designed to meet the vocational training requirements of the first and second years of prevocational (trade based courses) in the engineering and building strands, the prevocational course in rural studies is also to cater for some first year stages of trade apprenticeship courses. Other areas in which it is proposed that courses be offered include business studies, catering and hospitality, hairdressing and further education and enrichment activities (e.g. arts and crafts). Important design requirements are flexibility, multi function usage capability and capacity for expansion.

TD/QLD 14.25

Queensland. Div of Technical and Further Education
Gold Coast College of TAFE: stage 2 building complex. Brisbane: Queensland. Div of Technical and Further Education, 1985, 27p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans; Community colleges; Educational needs

Identifiers: Building briefs; Gold Coast College of TAFE

Abstract: This educational/architectural brief details the requirements for Stage 3 of the Gold Coast College of Technical and Further Education building program. The purpose of this project is to augment the existing facilities for training in the catering and hospitality field, provide facilities for training in the hairdressing field and to provide some additional workshops and a covered area to expand the range of courses and capacity for training in the building trades. The new structures will be the Applied Science Building, the Technology Extension and the Covered Project Area.

TD/QLD 14.26

Queensland. Div of Technical and Further Education. Resource Management Branch. Building and Accommodation Section *Bundaberg College of Technical and Further Education Fishing and Marine Centre: architectural/educational brief.* Brisbane: Queensland. Div of Technical and Further Education. Resource Management Branch. Building and Accommodation Section, 1982, 36p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Building design; College buildings; Educational facilities design; TAFE colleges

Minor Descriptors: Building plans; Community colleges; Educational needs

Identifiers: Building briefs; Bundaberg College of TAFE

Abstract: This educational/architectural brief details the requirements of the Bundaberg College of Technical and Further Education Fishing and Marine Centre. The centre is designed primarily to cater for the needs of the Queensland Professional Fisherman's Association in offering both prevocational and vocational training schemes covering all levels of operations for fishermen including the Class V and Class VI levels of certification. The complex supplements rather than supplants the major base engineering workshop facilities existing at the college. The centre will thus concentrate on providing the facilities for specialised practical training of fishermen, their crews and land based personnel to enable them to gain the expertise appropriate to their needs to conduct efficient fishing operations. Important design requirements are flexibility, multi function usage capability and capacity for expansion.

TD/QLD 14.27

Queensland. Div of Technical and Further Education. Professional Development Section *Innovatafe. Vol. 4 No. 1, 1985.* Brisbane: Queensland. Div of Technical and Further Education. Professional Development Section, 1985, 56p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Educational development; TAFE

Minor Descriptors: Assignments; Student projects; Student teachers; TAFE teachers

Identifiers: Queensland

Abstract: Innovatafe is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE). This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The projects completed by members of beginning teacher group 15 are listed in this issue of Innovatafe. The information contained in the projects listed may be useful to curriculum planners, administrators and teachers in many areas.

TD/QLD 14.28

Queensland. Div of Technical and Further Education. Professional Development Section *Innovatafe. Vol. 4 No. 2, 1985.* Brisbane: Queensland. Div of Technical and Further Education. Professional Development Section, 1985, 44p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Educational development; TAFE

Minor Descriptors: Assignments; Student projects; Student teachers; TAFE teachers

Identifiers: Queensland

Abstract: Innovatafe is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE). This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The projects completed by members of beginning teacher group 16 are listed in this issue of Innovatafe. The information contained in the projects listed may be useful to curriculum planners, administrators and teachers in many areas.

TD/QLD 14.29

Queensland. Div of Technical and Further Education. Professional Development Section *Innovatafe. Vol. 5 No. 1, 1985.* Brisbane: Queensland. Div of Technical and Further Education. Professional Development Section, 1985, 58p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Educational development; TAFE

Minor Descriptors: Assignments; Student projects; Student teachers; TAFE teachers

Identifiers: Queensland

Abstract: Innovatafe is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE). This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The projects completed by members of beginning teacher group 17 are listed in this issue of Innovatafe. The information contained in the projects listed may be useful to curriculum planners, administrators and teachers in many areas.

TD/QLD 14.30

Queensland. Div of Technical and Further Education. Professional Development Section *Innovatafe. Vol. 5 No. 2, 1985.* Brisbane: Queensland. Div of Technical and Further Education. Professional Development Section, 1985, 31p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Educational development; TAFE

Minor Descriptors: Assignments; Student projects; Student teachers; TAFE teachers

Identifiers: Queensland

Abstract: Innovatafe is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE). This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The projects completed by members of beginning teacher group 18 are listed in this issue of Innovatafe. The information contained in the projects listed may be useful to curriculum planners, administrators and teachers in many areas.

TD/QLD 14.31

Queensland. Div of Technical and Further Education. Professional Development Section *Innovatafe. Vol. 6 No. 1, 1986.* Brisbane: Queensland. Div of Technical and Further Education. Professional Development Section, 1986, 72p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Educational development; TAFE

Minor Descriptors: Assignments; Student projects; Student teachers; TAFE teachers

Identifiers: Queensland

Abstract: Innovatafe is a biannual serial which is designed to expose innovation and curriculum studies projects in TAFE that have been developed by teachers as part of their studies for the Diploma of Teaching (TAFE). This diploma program is conducted jointly by TAFE and the Brisbane College of Advanced Education, Mount Gravatt Campus. The projects completed by members of beginning teacher group 19 are listed in this issue of

Innovatafe. The information contained in the projects listed may be useful to curriculum planners, administrators and teachers in many areas.

TD/QLD 14.32

Kiely T; Knobel T
Evaluation of the accelerated apprenticeship course CN169 Fitting and Fitting (Diesel and Heavy Earthmoving Equipment), Rockhampton College of TAFE: final report. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, ii, 109p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Acceleration; Apprenticeships; Diesel engines; Fitting and machining

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Identifiers: Rockhampton College of TAFE

Abstract: The Accelerated Apprenticeship Courses introduced into Queensland TAFE in 1983 were in response to the need to supply extra tradespersons who were required by the coal mining industry employers at South blackwater, Oakey Creek and Balamoo in Central Queensland. Under this scheme the period of apprenticeship in those trade areas was reduced from four years to three years in the Boilermaking and the Fitter, Fitter DHEE, and to three years and three months for the Electrical Fitter and/or Mechanic. This report describes the evaluations of the TAFE education component of the Skills in Demand Accelerated Apprenticeship scheme CN169 Fitting and Fitting (Diesel and Heavy Earthmoving Equipment) offered at Rockhampton College of TAFE. Data for the evaluation were gathered from students, teachers, college administrators, employers, union representatives, and Industry and Commerce Training Commission officers. Students, teachers and college administrators were surveyed by way of questionnaires and interviews during each of the four modules and the employers by questionnaires when the students had completed Module 4. Information was sought and compiled in the four interim reports included in this report. The report concludes that the course has proved a success in meeting its immediate objectives of providing trade training in a shorter period of apprenticeship. It was considered that the modular format used was successful and the flexibility of programming allowed by it could be used to advantage in other courses.

TD/QLD 14.33

Kiely T; Knobel T
Evaluation of the accelerated apprenticeship course CN170 Electrical Fitter and/or Mechanic, Mackay College of TAFE: final report. Brisbane: Queensland. Div of Technical and Further Education. Curriculum Branch, 1986, ii, 119p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Acceleration; Apprenticeships; Electrical occupations; Fitting and machining; TAFE

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Identifiers: Mackay College of TAFE

Abstract: The accelerated Apprenticeship Courses introduced into Queensland TAFE in 1983 were in response to the need to supply extra tradespersons who were required by the coal mining industry employers at South Blackwater, Oakey Creek and Balamoo in Central Queensland. Under this scheme the period of apprenticeship in those trade areas was reduced from four years to three years in the Boilermaking and the Fitter, Fitter DHEE areas, and to three years and three months for the Electrical Fitter and/or Mechanic. This report describes the evaluation of the TAFE education component of the Skills in Demand Accelerated Apprenticeship Scheme CN170 Electrical Fitter and/or Mechanic offered at Mackay College of TAFE. Data for the evaluation were gathered from students, teachers, college administrators, employers, union representatives, and Industry and Commerce Training Commission officers. Students, teachers and college administrators were surveyed by way of questionnaires and interviews during each of the four modules and the employers by questionnaires when the students had completed Module 4. Information was sought and compiled in the four interim reports included in this report. The report concludes that the course has proved a success in meeting its immediate objective of providing trade training in a shorter period of apprenticeship. It was considered that the modular format used was successful and the flexibility of programming allowed by it could be used to advantage in other courses.

TD/QLD 14.34

Bowles G; Phillips K
Evaluation of CN099 Dental Prosthetic Technology course: interim report. Brisbane: Queensland. Dept of Employment and Industrial Affairs. Div of Employment and Planning and Training; Queensland. Div of Technical and Further Education, 1987. v, 42p.

Format: Mfiche

Availability: QLD TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Dental technicians; TAFE

Minor Descriptors: Course evaluation; Program evaluation; Questionnaires

Identifiers: Kangaroo Point College of TAFE

Abstract: From 1983 the existing block release training programme for dental technicians (CN118) began to be replaced by a new full time preemployment course of 35 hours per week for 57 weeks spread over three semesters, and 6 weeks of work experience. The course work for CN099 Dental Prosthetic Technology has been conducted at Kangaroo Point College of TAFE. Although the implementation of CN099 in 1983 and 1984 was evaluated by an officer of the Division of TAFE, it was recognised at the time that further evaluation would be required. This report is the interim report of a new evaluation being conducted jointly by the Division of TAFE and the Division of Employment Planning and Training, Department of Employment and Industrial Affairs. The focus of this report is on educational issues, with economic issues due to be addressed in a later report.

SOUTH AUSTRALIA

TD/SA 14.1

Maynard I
Training implications and curriculum outline for TAFE in the field of lasers; report of an investigation conducted for the South Australian Department of TAFE. Adelaide: South Australia. Dept of Technical and Further Education, 1986, 27p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Courses; Industrial training; Lasers; TAFE; Technical occupations

Minor Descriptors: TAFE colleges

Identifiers: South Australia

Abstract: This report, undertaken to assess the need for the establishment of a TAFE course, reviews the role of lasers both internationally and Australia wide. In addition, training initiatives undertaken by post secondary vocational schools in America are examined. South Australian laser users and training requirements are also reviewed. The review indicated that, while some sections of the laser industry are dissatisfied with elements of laser training already covered within existing TAFE electronics and optics courses, the size of the South Australian laser community does not justify the establishment of a TAFE conducted Laser Technicians Course. The report concludes however that the possibility of establishing a laser awareness centre at one of the TAFE colleges should be investigated since it would stimulate interest and growth in the South Australian laser industry.

TD/SA 14.2

South Australia. Dept of Technical and Further Education. Curriculum Branch
Results of 1984 Participation and Equity Program student destinations survey. Adelaide: South Australia. Dept of Technical and Further Education. Curriculum Branch, 1986, 58p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Outcomes of education; Students; TAFE

Minor Descriptors: Equal education; Student characteristics

Identifiers: Participation and Equity Program

Abstract: This report describes the post course destinations in terms of both further education and employment of students enrolled in the SA Department of TAFE (DTAFE) Participation and Equity Program (PEP) courses during 1984. The project was funded under the Commonwealth Participation and Equity Program and was undertaken by staff of DTAFE Curriculum Branch. The principal aim of the project was to determine the educational and employment paths taken by students following their participation in PEP courses and to elicit reasons for their choices of post course activities. It was anticipated that this information would assist in an evaluation of the impact of the courses in relation to the aims set down in the Commonwealth guidelines for the programme and in the documentation relating to particular types of courses.

The raw data used for analysis was obtained by surveying as many students as possible by postal questionnaire in late 1985. To determine the representatives of the sample with regard to the total population (of 1984 PEP students) a comparison was made of key student characteristics. This analysis indicated that in the sample, students from Foundation courses and vocational preparation courses were slightly over represented, as were females, while Aboriginal and Asian students were underrepresented.

SOUTH AUSTRALIA

TD/SA 14.3

South Australia. Dept of Technical and Further Education
Pre-vocational student destinations/outcomes; report on findings from the 1984 pre-vocational destinations questionnaire. Adelaide: South Australia. Dept of Technical and Further Education, 1986, 35p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Followup studies; Outcomes of education; TAFE colleges; Vocational education

Identifiers: South Australia

Abstract: This destinations survey of 1984 Prevocational course graduates was conducted between December 1985 and January 1986. A summary of findings and associated tables was distributed to various parties in July 1986. In October 1986, a number of cross tabulations were conducted. Many of the findings from this process were rejected on the basis of the results of statistical tests and the small number of responses to some question categories. The remaining statistically significant findings have been documented. The various documents arising from this project have been combined into one report which contains selected data from the 1984 prevocational destinations questionnaire, a summary of findings from the 1984 pre vocational destinations questionnaire and cross tabulations.

TD/SA 14.4

South Australia. Dept of Technical and Further Education
Student contributions to course planning and implementation processes in foundation courses at Elizabeth College of TAFE in Terms 1 and 2 1985. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 35p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Introductory courses; Student participation

Minor Descriptors: TAFE colleges

Identifiers: Elizabeth College of TAFE; South Australia

Abstract: This report documents the application of a self directed learning model to two Foundation Courses at Elizabeth College of TAFE in 1985. It is illustrative of a participatory model, but it should not be regarded as a unique occurrence within the TAFE sector as various elements of this type of approach have been applied in a number of courses. In response to the Special Youth Initiatives Unit's encouragement to introduce innovations into Foundation Courses in 1985, the Elizabeth College of TAFE piloted the use of a 'self directed' model of student participation in course decision making in Term 1. This innovatory approach was modified for use in Term 2, 1985, at Elizabeth College, the description of which constitutes the major part of this report.

TD/SA 14.5

South Australia. Dept of Technical and Further Education
Characteristics of students enrolled in New Opportunities for Women (NOW) courses. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 28p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Outcomes of education; Student characteristics; Womens education

Minor Descriptors: TAFE colleges

Identifiers: New Opportunities for Women; South Australia; South Australia. Dept of Technical and Further Education. Equal Opportunities Unit

Abstract: New Opportunities for Women (NOW) courses have been conducted in various South Australian TAFE Colleges since 1983. They commenced as the result of initiatives by the Department's Equal Opportunities unit to provide a program which would meet the needs of mature aged women in the community, who were seeking to reenter the workforce or education system. At the outset of the program the courses were subject to an internal evaluation process by the Equal Opportunities Unit, which provided feedback on the extent to which the courses were meeting their immediate objectives. However, the need to investigate the long term effects of the courses on their participants, has now become apparent. This report on the characteristics of NOW program participants, will be linked to a Destinations/Outcomes Survey of the graduates, conducted after their course completion, to determine the long term influences of the courses on their postcourse experiences.

TD/SA 14.6

Australian Conference of TAFE Directors. Curriculum Projects Steering Group
Women at work: national curriculum project. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 41p.
ISBN 0724339612.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Affirmative action; Core curriculum; Curriculum development; Employed women; Womens education

Minor Descriptors: TAFE

Abstract: Women at Work is the first national curriculum project to deal specifically with the career needs of women. It is designed to improve women's ability to participate at higher levels of decision making and management in public and private organisations. It thus conforms to the intention of the Federal Government's Affirmative Action policy, and to the Equal Opportunity policy aims of the various State governments. The program will also provide a means of implementing the plans for equal opportunity management formalised in a number of states. The project is concerned with curriculum development, leading to a course of study flexibly designed to meet the various needs of women in the workplace, and cater for local adaptations within each TAFE authority. It can function as a stand alone program and an inclusion within existing TAFE vocational courses. The subjects of Personal and Career Development; Communication; Middle Management and Politics of Women at Work were chosen to reflect legislation and provide women with abilities and skills to enhance their potential and contribute to their work environment. They should also enable the women to change the attitudinal climate and structure of the organisations of which they are a part.

TD/SA 14.7

Tasker R G
TAFE and secondary education. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 10p. A paper presented by Barry J Grear at the national conference, TAFE in Partnership, May 1987.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational cooperation; Secondary schools; TAFE colleges

Minor Descriptors: TAFE; Youth

Identifiers: Grear B J; Interface; South Australia

Abstract: This paper is primarily concerned with the youngest noncompulsory age group in Australia, namely, the 16 to 19 years age group. In particular the focus is upon the respective roles of technical and further education (TAFE) and of secondary schools and relationships that exist or might exist between these respective roles.

TD/SA 14.8

Australian Conference of TAFE Directors. Curriculum Projects Steering Group
Automotive electrician; national core curriculum project. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 250p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Core curriculum; Curriculum development; Industrial training

Minor Descriptors: TAFE

Identifiers: Automotive electricians; Automotive Engineering Trades Courses

Abstract: This document details the National Core Curriculum for the trade of Automotive Electrician developed by the Curriculum Projects Steering group and convened by the South Australian Dept of TAFE. The aim of this project was to provide Automotive Electrician students with a national core course which, at the completion of the course of study and appropriate industry based study, equips students with a knowledge of workshop operations and basic business operation skills for personal development as well as skills, knowledge and attitudes for coping with and adapting to, technological change.

TD/SA 14.9

Adam C
The Adult Training Programme - a pilot evaluation. Adelaide: South Australian College of Advanced Education. Underdale Campus, 1987, 150p. Submitted as a partial requirement for the Associate Diploma in Training and Development Study supported by SATAFE.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Adult programs; Retraining; TAFE; Unemployment

Identifiers: Adult Training Programme; Australia. Dept of Employment and Industrial Relations; South Australia; South Australia. Dept of Technical and Further Education

Abstract: The pilot study evaluates ten courses funded through the Department of Employment and Industrial Relations (DEIR) Adult Training Programme (ATP). This program is designed to offer vocational skills retraining to long term unemployed adults and those disadvantaged in the labour market. The courses were conducted by the South Australian Dept of TAFE between February and July 1986. The pilot evaluation, in which, 133 students and 21 employers were surveyed aimed to assess post program employment rates as well as examining the roles played by the ATP in assisting participants to gain employment.

TD/SA 14.10

South Australia. Education and Technology Task Force
Making things work; learning for competence and enterprise. Adelaide: South Australia, 1986, 123p. Chairman: K R Gilding.
ISBN 0724372563.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational technology; Technological change; Technological literacy

Minor Descriptors: Education; Technology

Identifiers: Gilding K R; South Australia

Abstract: This report to the South Australian Minister of Technology is the first volume in the series produced by the Education and Technology Task Force, the other volumes comprising commissioned papers, working papers and data. This report concludes that while technology offers both a promising and threatening future, the education system provides the community with the most effective means of dealing with this challenging and uncertain future.

TD/SA 14.11

South Australian Council of TAFE
Second annual report of the South Australian Council of Technical and Further Education. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 15p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational administration; Industrial training; TAFE

Minor Descriptors: TAFE colleges

Identifiers: Morris T L; South Australia

Abstract: The second and final report of the South Australian Council of TAFE (SACOTAFE) describes the role and structure of the Council and reviews its activities during 1986.

TD/SA 14.12

South Australia. Dept of Technical and Further Education
DTAFE business enterprises; a discussion paper. Adelaide: South Australia. Dept of Technical and Further Education, 1987, 11p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Business; Entrepreneurship; TAFE; TAFE colleges

Identifiers: South Australia

Abstract: New policies and management methods are proposed for the SA Dept of TAFE (DTAFE) business enterprises and ventures. Enterprises are the corporate entrepreneurial bodies charged with the responsibilities of managing commercial projects or ventures which utilise DTAFE knowhow and infrastructure. These ventures will provide technology transfer and skill formation services to corporate clients in both the public and private sectors. Goods and services will be provided in the open commercial market for Australian and overseas markets. Profits will be reinvested in DTAFE staff development, technology update and new ventures. Ten percent of profits will be paid to the State Government Consolidated Account.

TD/SA 14.13

Adelaide College of TAFE
The Adult Literacy Access Studies Programme; a 1986 review. Adelaide: Adelaide College of TAFE, 1986, 96p. Research Officer Bozena M Vicary, Editor Paula Drew.
ISBN 0730510097.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Adult basic education; Adult literacy; Numeracy

Minor Descriptors: TAFE colleges

Identifiers: Drew P; South Australia; Vicary B M

Abstract: This report of the Adult Literacy Access Studies Programme conducted within Adelaide College of TAFE reviews its success since it was begun in its updated form in 1976. Part 1 of the Review details the innovative approach adopted by the Programme which is based on an asserted independent learning approach. The philosophies underlying this approach are examined, as are also teacher role and client profile. Part 2 of the report is devoted to a practical evaluation of the Programme.

TD/SA 14.14

Adelaide College of TAFE
Teaching study skills in TAFE courses; an annotated bibliography. Adelaide: Adelaide College of TAFE, 1986, 27p. Coordinator; Jacquie Parslow.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Adult education; Adult students; Bibliographies; Study skills

Minor Descriptors: TAFE colleges

Identifiers: Parslow J

Abstract: This annotated bibliography was developed as a reference for Study Skills resources. All the articles referred to in this publication are available at the Library/Resource Centre at Adelaide College of TAFE. The contents are the result of a literature search for resources to be used by staff and students in a pilot course for adults returning to study. The first part of the booklet describes the background of the Study Skills component for the Pilot General Education Programme and an outline of the content of the Study Skills Unit. The second section is the annotated bibliography with the books listed in author alphabetical order. Reference details, purpose, contents and usefulness to students and teachers are included for each item.

TD/SA 14.15

Adelaide College of TAFE
The 'Aussie Barbie'; interactive videodisc. Adelaide: Adelaide College of TAFE, 1987, 1 videodisc.

Availability: Details of purchase available from N Russell, Adelaide College of TAFE, 20 Light Square, Adelaide SA 5000

Major Descriptors: English (Second language); Interaction; Teaching methods; Videodisc recordings

Minor Descriptors: TAFE

Abstract: The aim of this videodisc program is to provide an interactive learning and teaching package for adults learning English as a second language. The student is likely to have only a survival level of English. There has been interest in the package from government and commercial language centres in Australia, and overseas. The program also has applications in correctional services and overseas tourist offices. The area of language covered by the package is casual conversation, our main vehicle for our social interactions. Most of us participate in this 'light' conversation every day and do so easily and subconsciously, but for some, especially those without a background of English language, even the lightest chat presents a formidable challenge. The setting for the programme, is a typical Australian Barbeque, in a suburban back yard. The learner, a guest at the BBQ, will take part in social language, typically heard at any social gathering, almost anywhere in the world.

TD/SA 14.16

Matthews D
Home experiment kits - chemistry. Adelaide: Adelaide College of TAFE, 1986, 100p.

Format: Mfiche

Availability: SA TAFE Clearinghouse

Price: Free

Major Descriptors: Chemistry; Distance education; Science experiments; TAFE colleges

Minor Descriptors: Teaching methods

Abstract: The Adelaide College of TAFE offers distance education courses in Chemistry at Year 11 and Year 12 levels. In 1986 a pilot kit concentrating on a section of the Year 12 course was developed and trialled with country students. The kit has been expanded in 1987 to cover 26 experiments and includes approximately 70 pieces of equipment and 100 chemicals and is being offered to both country and metropolitan students. Plans are under way for a similar kit to be developed at Year 11 level.

TASMANIA

TD/TAS 14.1

Scott M
Need is the criterion. Launceston: Launceston College of TAFE, 1987, 16p.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Cloze procedure; Compensatory education; Remedial education; Remedial mathematics

Minor Descriptors: Basic skills; Remedial programs

Identifiers: Tasmania

Abstract: A study on the future of remedial, extra and compensatory English and Mathematics education at the Launceston College of TAFE. The report was based on observations at the Hobart Technical College and Royal Melbourne Institute of Technology (Individual Learning Unit).

The author relates observations from the latter two colleges to make far reaching recommendations for Launceston College of TAFE. Appendices contain a questionnaire, information on Cloze Test, information on the unit at RMIT and publicity used at RMIT and in Launceston.

TD/TAS 14.2

Lehman P
Boilers in metal fabrication. Launceston: Tasmanian State Institute of Technology, 1986, 58p.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Core curriculum; Curriculum materials; Metal trades; Workbooks

Minor Descriptors: Course descriptions; Trade courses

Identifiers: Boilermaking

Abstract: This workbook is a learning unit in the Metal Fabrication course involving construction features of boilers and the construction of a small boiler. The package is designed to take the student through those objectives in a self paced manner. It is stage three in 1987 for phasing in the National Core Curriculum.

It was an individual project submitted in partial fulfilment for the requirements for the Diploma of Teaching (TAFE) during 1986.

TD/TAS 14.3

Fox M J
Staff development programmes for trained trade teachers. Hobart: Tasmanian State Institute of Technology, 1986, 107p.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Needs assessment; Staff development; TAFE teachers

Minor Descriptors: Inservice education; Professional development

Abstract: In this report, Tasmanian TAFE staff development programs are considered from the perspective of trade teacher participants and administrators. In the past 10 1/2 years of Commonwealth funding of Tasmanian TAFE staff development programs, the processes and procedures for planning and conducting the programs have changed several times. At best, the procedures have been flexible and agreeable, at worst they may have been wasteful. The value to participants and clients of the programs has never been collectively assessed. This report attempts to assess the value of these programs to the participants and clients, making seventeen recommendations for improvement. The report was an individual project submitted in partial fulfilment of the requirements for a Diploma of Teaching (TAFE) with the TSIT.

TD/TAS 14.4

Beamish S N
A series of practical project worksheets for use in diesel equipment courses. Queenstown: Tasmanian State Institute of Technology, 1986, 195p.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Diesel engines; Trade courses; Workbooks

Minor Descriptors: Course descriptions

Abstract: This workbook contains a series of practical projects that cover a large area of the Diesel Fitting Apprentice Course Stages 1 and 2 and the Diesel Endorsement Stage 1.

Each individual practical project consists of a job definition, material list, marking scheme, safety note and instructions, all of which when combined together are designed to help both student and teacher to maximise the efficiency of the time spent in practical skills training.

Every task covered by a practical project sheet is to be demonstrated beforehand to the students by the teacher, which would then be followed up by the students as a group performing the task. At a later date individual students, working alone, will repeat and be marked according to their competency within the guidelines set out in the practical project sheet for that particular task.

Evaluation in relation to content, material lists and key assessment points of this workbook was carried out by circulation of a draft outline of the project to all automotive departments in Tasmania. It was an individual project submitted in partial fulfilment of the requirements for a Diploma of Teaching (TAFE) to the TSIT.

TD/TAS 14.5

Massina N F
Handbook for child careers: health illness and safety. Hobart: Tasmanian Institute of Technology, 1986, 93p.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Child care workers; Child development specialists; Child welfare; TAFE

Minor Descriptors: Certificate courses; Resource materials

Abstract: This handbook is intended for use as a reference tool for information on aspects of child care for those in training. Also, it is intended for use as a resource by child care workers. Emphasis is on the basic knowledge and understanding in the daily care of children as well as the challenge of providing an environment for children with maximum learning, exploration and enjoyment. The individual project was submitted in partial fulfilment of the requirements for a Diploma of Teaching (TAFE) at the TSIT.

TD/TAS 14.6

Murfet G
Tasmanian carpentry and joinery trade calculations. Launceston: Tasmanian State Institute of Technology, 1986, 194p.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Building trades; Carpentry; Trade courses; Training methods

Minor Descriptors: Apprenticeships; Problem solving; Woodworking

Identifiers: Carpentry and Joinery Trade Course

Abstract: This booklet was developed out of a need for building trade calculations segments to be appropriate to the students' practical institutional learning environment and onsite' working situation. It has been produced for Carpentry and Joinery apprentices as a trade calculations reference. Each topic is intended as a self-paced teaching/learning segment and is associated with and relevant to a particular student package or a series of student packages of the Carpentry and Joinery performance based training program.

The project was submitted as partial fulfilment of the requirements for the Diploma of Teaching (TAFE) at the Tasmanian State Institute of Technology.

TASMANIA

TD/TAS 14.7

Miller L A
Disease: a computer based data bank for use in teaching plant protection. Launceston: Tasmanian State Institute of Technology, 1986, 39p. (Submitted in partial fulfilment of the requirements for the Diploma of Teaching (TAFE)).

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum materials; Horticulture; TAFE; Training methods

Minor Descriptors: Databases; Trade courses

Abstract: In this project, a data base has been developed of information on the symptoms, host range, cultural and chemical control methods of the major diseases of horticultural plants studied in the subject Plant Protection within the Certificate of Horticulture.

This thesis describes the methods used to establish, and utilise the data base, called 'Disease', with the Reflex data base package on the Macintosh Plus microcomputer. A copy of the information contained in the data base is presented with this thesis together with some suggestions for future applications and modifications to the data base.

Emphasis was placed on those diseases significant to the Horticulture industry in Tasmania, but the purpose of the project was to develop a data bank of information which could be used by teachers and students in Tasmanian TAFE Colleges.

TD/TAS 14.8

Carter R
Learning/teaching package on electronics for electrical mechanics. Hobart: Hobart Technical College, 1986.

Format: Mfiche

Availability: TAS TAFE Clearinghouse

Price: Free

Major Descriptors: Core curriculum; Electrical occupations; Electronics; Training methods; Trade courses

Minor Descriptors: Apprenticeships; Curriculum materials

Identifiers: Electrical Mechanics Apprenticeship Course

Abstract: The Electrical Mechanics Apprenticeship course contains an electronics component introduced during stage 3 of the course - the new National Common Core Syllabus to be introduced in colleges in 1987 contains a greater component of electronics.

The unit provides students with a foundation in electronics that can be built on when undertaking post trade electronics courses. It consists of 8 electronic experiments with performance objective statements, conditions and standards. These experiments are seen to be mandatory for the course and will when successfully completed equip the student with the fundamental elements, that he may be confronted with in the course of his duties as a modern day electrical mechanic tradesperson.

TAFE NATIONAL CENTRE

TD/TNC 14.1

Parkinson K J; Mitchell R S; McBeath C
Cross-sectoral transfer from TAFE to higher education. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 269p.
ISBN 0863970028.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($30.95); Mfiche (Free)

Major Descriptors: Admission criteria; College transfer students; Higher education; Student mobility; TAFE; Transfer policy

Abstract: Higher education institutions in Australia were surveyed to determine their policies and practices with regard to students with TAFE qualifications who might be applicants for transfer from TAFE to higher education.

TAFE institutions were asked what policies they had to encourage TAFE students to transfer to the higher education sector, what arrangements they had made to enable transfer and what difficulties there were for students wishing to transfer.

It was found that many higher education institutions were more prepared to grant admission to selected courses to qualified TAFE students if the qualifications were in a course analogous to that which they wished to study at higher education level. The granting of credit was possible, but not so common.

Two principal difficulties were reported. The first was that there was a lack of consistent and public policy on transfer to higher education institutions and consequently it was difficult for TAFE qualified students to make confident judgments about the standing of their qualifications. The second was that there is little real information on the success of TAFE qualified students who have transferred to higher education.

A number of recommendations are made.

TD/TNC 14.2

Wilson R; Hooper P
Computer assisted learning in basic adult education. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, Resource kit (27 papers, microfiche in folder).
ISBN 0863970184.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $24.00

Major Descriptors: Adult education; Computer assisted teaching; Computer orientated programs; Integrated activities; Programmed learning materials

Abstract: The objective of this project was to review the use of computer assisted learning (CAL) in adult basic education and to gauge awareness of the potential for the integration of this teaching resource into learning programs. The publication provides a human resources directory and a register of computer hardware and software materials presently in use within institutions of TAFE throughout Australia which is relevant to the needs of people working in CAL in basic adult education.

TD/TNC 14.3

Parkinson K J
The delivery of TAFE services to people in remote areas; a case study with generalisations. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 177p.
ISBN 0863970346.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($19.50); Mfiche (Free)

Major Descriptors: Delivery systems; Needs assessment; Outreach programs; Rural education; TAFE

Identifiers: New South Wales; South Australia; Victoria

Abstract: This study is concerned with ways in which TAFE services might be delivered to the many people living in places which are so small that the provision of TAFE facilities is uneconomic. It concentrates on the Tri-State area served by the Broken Hill, Riverland and Sunraysia Colleges, but the implications of the findings are extended to the whole of Australia. This study examines the following means of providing services to people living in remote areas: self study areas; residential facilities at TAFE colleges; branch classes at centres away from a principal college campus; mobile teaching units; distance education; telecommunication links and radio and television transmission, including the use of satellites. A number of recommendations are made.

TD/TNC 14.4

Krzemionka Z
Co-operative programs between TAFE and schools: new ways, new challenges. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, VHS, BETA, Videotape (20 mins).
ISBN 0863970273.

Format: Video

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $24.00

Major Descriptors: College school cooperation; Cooperative programs; Institutional cooperation; Shared facilities; TAFE

Abstract: This video is one of a set of two which describes the nature of cooperation between TAFE and Schools, resulting in the provision of a broader range of curriculum choices for students in Years 11 and 12. 'New ways, new challenges' describes cooperative programs and how they have been established, their structure and scope.

TD/TNC 14.5

Krzemionka Z
Co-operative programs between TAFE and schools: approaches. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, VHS, BETA, Videotape (20 mins).
ISBN 0863970354.

Format: Video

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $24.00

Major Descriptors: College school cooperation; Cooperative programs; Institutional cooperation; Shared facilities; TAFE

Abstract: This video is one of a set of two which describe the nature of cooperation between TAFE and Schools, resulting in the provision of a broader range of curriculum choices for students in Years 11 and 12. 'Approaches' portrays four cooperative programs, each developed individually in order to meet the needs of students. It is suitable for staff development purposes for staff involved in the planning of such programs.

TD/TNC 14.6

White J L
Educational accountability and the need for comprehensive evaluation in TAFE. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 74p.
ISBN 0863971075.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($12.95); Mfiche (Free)

Major Descriptors: Accountability; Long range planning; Management systems; Organisational objectives; Program effectiveness; TAFE

Minor Descriptors: Performance; Quality control

Abstract: This project was undertaken under a scheme established jointly between the Conference of Directors and the TAFE National Centre for Research and Development to provide senior TAFE staff with the opportunity to undertake research on a topic of significant importance to the participating officer, his/her department and to TAFE nationally.

Educational accountability in TAFE is not a new issue. It has, however, assumed greater importance in recent times. This paper examines the reasons for this new emphasis. To meet this challenge, TAFE in Australia needs to review its organisational structure and management system in order to provide the degree of flexibility and effectiveness required by government initiatives and changing community needs. Similar events are occurring in other Western countries and some of these overseas developments are explored.

This paper suggests a management system approach involving corporate planning of which evaluation is a major component in providing accountability and maintaining quality of educational provision.

TD/TNC 14.7

Strachan F; Thomson P
Australian practices in crediting the previous training and experiences of mature-aged students in formal TAFE courses. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 26p.

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Adult students; Credits; Experience; Prior learning; TAFE; Transfer policy

Abstract: This paper identifies some aspects of credit granting with reference to recent overseas practices in the UK and USA. It surveys current practices of Australian training bodies in granting credits and outlines some possible options for the implementation of a credentialling process.

TD/TNC 14.8

Parkinson K J; Hayton G; Strachan F
Attrition of part-time certificate students. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 181p., (appendix on fiche in rear cover).
ISBN 0863970435.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($12.00); Mfiche (Free)

Major Descriptors: Drop out research; First year students; Part time students; Student attrition; TAFE students; Withdrawal (education)

Minor Descriptors: Questionnaires; Sampling

Abstract: The purpose of this project was to identify the difficulties (variables) encountered by first year part time TAFE certificate students which cause them to consider withdrawing and in many cases, to drop out. This purpose has been achieved and recommendations are made.

TD/TNC 14.9

Cameron I F
A preliminary survey of the demand for laser technicians in Melbourne. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 39p.

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Industry; Labour needs; Lasers; Skill development; Technicians; Training

Abstract: This survey represents an initial view of the level of demand currently being experienced for laser technicians around Melbourne and reports on several areas of potential demand that warrant further investigation in the near future. One of the main findings of the survey was that there appeared to be a strong reliance on inhouse and on the job training to obtain the trained workforce required by industry. Recommendations are made.

TD/TNC 14.10

Western Australia. Technical Education Div
DACUM (Developing a curriculum). Adelaide: Australia. TAFE National Centre for Research and Development, 1987, VHS, BETA, Videotape (17 mins).
ISBN 0863972810.

Format: Video

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $24.00

Major Descriptors: Curriculum development; Videotape cassettes

Minor Descriptors: TAFE

Identifiers: DACUM

Abstract: This videotape explains the various elements of the DACUM (Develop a curriculum) process and shows an actual session in action.

TD/TNC 14.11

Hall W C (Ed); Sydney College of Advanced Education. Institute of Technical and Adult Further Education
Teaching in a TAFE college. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 257p.
ISBN 0863971148.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $19.95

Major Descriptors: Course evaluation; Student assessment; TAFE colleges; TAFE teachers; Teaching process; Vocational education

Identifiers: Bennett G; Field L; Pithers R; Tennant A; Thew D; Watson A; Woodburne G

Abstract: This book is a jargon free guide on teaching in TAFE colleges. It has been written for all TAFE beginning teachers, parttime teachers, teacher trainees and experienced teachers who want to refresh their knowledge and teaching skills. All other adult educators will find this book useful as well. The book avoids an extreme behaviourist approach. Examples draw together different components of the teaching process, showing how they are interrelated and interdependent.

TD/TNC 14.12

Mageean P; Thomson P
Selection for the trades. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 82p.
ISBN 0863970745.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($11.95); Mfiche (Free)

Major Descriptors: Prerequisites; Profiles; Selection; Skilled workers

Minor Descriptors: Education work relationship; Work environment

Identifiers: Automotive engineering; Hairdressing

Abstract: This project has investigated the development of student profiles for use in selection for the trades. The profile approach is designed to ensure that those charged with selection consider as many factors as possible. The approach also ensures that candidates understand the work done by trade persons working in the area for which they are applying, as well as what their potential working environment would be. The work has concentrated on two different trades; hairdressing, as it is predominantly chosen by females and automotive, as it is predominantly chosen by males.

TD/TNC 14.13

Hall W C
The continuing education needs of academic staff: full-time TAFE lecturers. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 84p.
ISBN 0863970753.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($11.95); Mfiche (Free)

Major Descriptors: Academic staff development; Competence; Educational needs; Job performance; TAFE teachers; Technological change

Abstract: The aim of this project was to investigate ways in which experienced TAFE lecturers can regularly update their technical knowledge and skills, with special reference to the rapid technological changes occurring in industry and commerce. The general picture presented by the research is not encouraging. Major, important needs are frequently not being met. Throughout the 1980s research within the various states has shown the need for vocational updating, and this national study has confirmed that need. Urgent action is essential if TAFE lecturers are to maintain their competence. Recommendations are made.

TD/TNC 14.14

Hall W C (Ed)
Research and development digest 1987. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 62p.
ISBN 08189676.

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Bibliographies; Catalogues; Educational development; Educational research; Publications; Research and development centres; Research reports; TAFE

Abstract: This is the second publication of the Digest. It summarises all of the research and development reports published by the Centre for the period of 1 July 1986 until 30 June 1987. The entries include the recommendations made in the longer reports. Availability of documents is described. Current research projects are mentioned.

TD/TNC 14.15

Thomson P; Murphy J
Transferable skills in technical and further education. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 53p.
ISBN 0863971318.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($7.95); Mfiche (Free)

Major Descriptors: Competence; Job skills; Skilled occupations; Skills; TAFE; Transfer of training

Minor Descriptors: Occupational mobility

Abstract: This is a report about the skills needed for employment in the vocational area. Transferable skills are those knowledge, attitudinal and manual skills that an employee brings to a job, which provide that employee with occupational competence and mobility. Labour market trends have a considerable influence on TAFE training. Rising unemployment and technological change are closely related to the need for training in transferable skills. This report gives proposals on how to integrate these skills into TAFE courses. The report was funded by the TAFE Board, Victoria.

TD/TNC 14.16

Mageean P; Parkinson K
Australian Journal of TAFE Research and Development Volume 2, Number 2, 1987. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 87p., (Vol. 2, no. 2, 1987).
ISSN 08162018.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $7.00

Major Descriptors: Curriculum development; Learning processes; Skill development; Staff development; TAFE; Unemployed

Minor Descriptors: Cluster analysis; Delivery systems; Performance; Training

Identifiers: Ashurst G; Drew W; Dunnell P; Fallon M; Ford B; Hainsworth J; Hayton G; Humphrey S; Information technology; Macarov D; McBeath C; Thomson P; Wright P

Abstract: The theme of this issue is the growing shortage of skill in Australia even in circumstances where there are large numbers of unemployed. However, the contributors have not merely stated a problem without any suggestions for its solution. Other articles advocate changes in the methods of TAFE learning, while improvements to processes of staff and curriculum development are suggested as well. The changes which are advocated do not occur in a vacuum but in a context of TAFE curricula being delivered as part of the total national educational scene.

TD/TNC 14.17

Johnston T A
A curriculum outline for teaching Australian Sign Language (AUSLAN) as a second language. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 134p.
ISBN 0863970907.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $6.50

Major Descriptors: Communication skills; Curriculum; Deafness; Disabilities; Finger spelling; Manual communication; Sign language

Identifiers: Australian Sign Language

Abstract: This publication is a teacher's resource intended to be used with two companion volumes: A preliminary signing dictionary of Australian Sign Language (AUSLAN) and A general introduction to Australian Sign Language (AUSLAN). It contains a large section on methodology including useful practical ideas on presentation, practical games, exercises. It concludes with a course outline and model lessons. The trained and experienced teacher of AUSLAN within TAFE will find valuable background information on methodology and practical advice for the teaching of AUSLAN in the sign language classroom.

TD/TNC 14.18

Johnston T A
A preliminary signing dictionary of Australian Sign Language. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 605l.
ISBN 0863971067.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $24.00

Major Descriptors: Communication skills; Deafness; Dictionaries; Disabilities; Manual communication; Sign language; Total communication

Identifiers: Australian Sign Language

Abstract: This dictionary contains a selection of over 2700 of the signs of Australian Sign Language (AUSLAN) with accompanying word equivalents and explanations of the meaning of the signs. The dictionary's primary aim is educational. However, it differs from many other approaches in that this dictionary aims to teach hearing people about sign language. The dictionary serves as a resource and is the first step towards providing learners with the kind of information they will need to mix and communicate comfortably in the signing deaf community. The dictionary is intended for use with two companion volumes: A general introduction to Australian Sign Language (AUSLAN) and A curriculum outline for teaching Australian Sign Language (AUSLAN) as a second language.

TD/TNC 14.19

Johnston T A
A general introduction to Australian Sign Language (AUSLAN). Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 161p.
ISBN 0863971067.

Format: Hard Copy

Availability: Thomas Nelson, PO Box 4725, Melbourne VIC 3001

Price: $7.95

Major Descriptors: Communication skills; Deafness; Disabilities; Finger spelling; Manual communication; Sign language

Identifiers: Australian Sign Language

Abstract: This volume gives the reader a description of the syntax of AUSLAN including formational properties, the medium, types of signs and types of sentences. The observations presented represent a synthesis of observations made of other sign languages and observations made of AUSLAN directed in the light of foreign research literature. The volume is intended as a non technical general introduction to AUSLAN. It is a companion volume to: A preliminary Signing Dictionary of Australian Sign Language (AUSLAN) and A curriculum outline for teaching Australian Sign Language (AUSLAN) as a second language.

TD/TNC 14.20

Hall W C
The continuing education needs of academic staff: full-time TAFE lecturers. Summary report. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 16p.
ISBN 0863971474.

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Academic staff development; Competence; Educational needs; Job performance; TAFE teachers; Technological change

Abstract: The aim of this research was to investigate ways experienced TAFE lecturers can regularly update their technical knowledge and skills, with special reference to the rapid technological changes occuring in industry and commerce. For the full report see TD/TNC 14.13.

TD/TNC 14.21

Hayton G
Occupational clusters of the engineering technical workforce: Summary report. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 20p.
ISBN 0863971555.

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Cluster analysis; Engineering; Occupational survey; Technical occupations

Minor Descriptors: Labour force; TAFE

Abstract: This study provides information on the overall structure of the engineering technical workforce, the job functions of each occupational cluster and other characteristics that would be of use to curriculum planners in TAFE and other education and training bodies. For the full report see entry for TD/TNC 13.4.

TD/TNC 14.22

Hall W C
Australian experiences in providing training and re-training to adults who seek employment and re-employment in the wake of rapid technological development, taking into full account all aspects of general education. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 40p.

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Business; Industry; Needs assessment; Retraining; TAFE teachers; Technological change; Unemployment

Identifiers: UNESCO

Abstract: This paper was commissioned by UNESCO to investigate the Australian scene in vocational education and training. It looks at Australian commerce and industry with reference to training. Emphasis is given on new technology. Future needs of industry are discussed with special reference to generic skills. Special federal programs for the unemployed are looked into. Finally, the paper describes the training and retraining of trainers, but especially the problems TAFE college vocational lecturers face in keeping in touch with developments in industry and commerce.

TD/TNC 14.23

Pocock B
Changing systems: women, work and TAFE. Canberra: Australian Government Publishing Service, 1987, iv., 155p. (v. 1 & 2, hardcover; v. 3 & 4 on microfiche).
ISBN 0644062061.

Format: Hard Copy

Availability: Australian Government Publishing Service

Price: $16.95

Major Descriptors: Access to education; Educational demand; Employed women; Females; TAFE; Womens education

Minor Descriptors: Participation; Reentry workers; Vocational education

Abstract: This report was prepared for the National Working Party of womens advisors in TAFE and funded through the Evaluative Studies and Investigations Program, Commonwealth Tertiary Education Commission. It examines womens participation in technical and further education, identifies a number of features of that system which do not work well, and recommends change.

TD/TNC 14.24

Fahey D E (ed)
Plastics technology training: a guide to computers in the plastics industry. Kensington NSW: National Plastics Industry Training Committee, 1986, 155p.

Format: Hard Copy; Interlib

Availability: Hard Copy (National Plastics Industry Training Committee, 121 Bluff Road, Black Rock VIC 3193); Interlib (National TAFE Clearinghouse)

Price: $39.00

Major Descriptors: Computer orientated programs; Drafting; Manufacturing industry; Plastics; Training

Identifiers: CAD/CAM systems; Computer integrated manufacture

Abstract: This manual gives an overview of computer hardware and software before dealing with computer aided engineering, manufacturing and computer aided design and draughting. Procedures and training requirements are looked into in some depth and the processes as they relate to the plastics are dealt with in a systematic manner in the final chapter.

TD/TNC 14.25

South Australia. Industrial and Commercial Training Commission
Submission to the review of TAFE funding arrangements. Adelaide, 1985, 10p.

Format: Hard Copy

Availability: Lise Windsor, Office of Employment and Training, SA (08) 210 8430

Price: Free

Major Descriptors: Educational opportunities; Financial support; Rights to education; TAFE; Training

Abstract: This submission discusses the implications for TAFE in South Australia of the stated Commonwealth Government objective of ensuring that at the completion of compulsory schooling all young people have available to them constructive options in education and training leading on to recognised qualifications. The issue is discussed in the light of a number of recently released national and State level reports. Reference is also made to announced policy decisions of the Commonwealth and South Australian Governments.

TD/TNC 14.26

Lane N D; O'Brien H
The potential for development of CAE and TAFE conjoint programs in library and information studies. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 37p. plus append (unpubl).

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Colleges of advanced education; Cooperative programs; Institutional cooperation; Librarians; Library schools; Library technicians; TAFE

Abstract: This report is a result of the Centre seed grant to develop a model program by which library technicians who wish to upgrade their qualifications to librarian can progress from their TAFE Certificate/Associate Diploma course in library studies, to complete a Bachelor of Arts course in library and information studies within a college of advanced education. The report explores means of cooperation between TAFE and CAE in skill components of the CAE course to be taught by TAFE colleges.

TD/TNC 14.27

Hayton G
Training arrangements for the printing industry. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 2v. (v. 1 - 176p; v. 2 - appendices - 278p.).

Format: Hard Copy

Availability: National Printing Industry Training Committee Ltd, PO Box 58, St Leonards NSW 2065 (02) 438 2777.

Price: Price on application

Major Descriptors: Facility utilisation research; Graphic arts; Printing; TAFE; Technological change; Training

Descriptors: Equipment; Questionnaires; Technology; Use studies

Identifiers: National Printing Industry Training Committee

Abstract: This report was commissioned by the National Printing Industry Training Committee Ltd. The project costed the present training for the printing industry and then examined the feasibility of alternative training arrangements. The report contains a general statement on the use of high capital cost equipment and specialised equipment for training purposes. It also contains information on the costs of trade training in the TAFE printing schools in Australia. Five scenarios of future printing training are presented and the 21 recommendations are based on two of these scenarios. A twenty page summary report is available also.

TD/TNC 14.28

Mageean P
The continuing education needs of academic staff: Senior college staff in TAFE. Adelaide: Australia. TAFE National Centre for Research and Development, 1987, 84p.
ISBN 0863973787.

Format: Hard Copy; Mfiche

Availability: Hard Copy (Thomas Nelson, PO Box 4725, Melbourne VIC 3001); Mfiche (National TAFE Clearinghouse)

Price: Hard Copy ($11.95); Mfiche (Free)

Major Descriptors: Academic staff development; Educational needs; Job performance; Seniority; TAFE teachers

Abstract: TAFE senior college staff, like administrators and managers in other educational institutions, are generally promoted to these positions because of their expertise in teaching, without necessarily having the skills required in their new roles. This document suggests ways these skills could be provided and senior staff continually could be kept aware of new developments. The paper suggests this should be within the context of a continual process of individual professional development in which all staff would engage throughout their careers with TAFE.

TD/TNC 14.29

Blayney P
Development of educational software exchange standards. Report on CP56. Adelaide: Australia. TAFE National Centre for Research and Development, 1986, 23p.

Format: Hard Copy

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Computer programs; Specifications; Standards; TAFE; Technology

Abstract: Computer based technology is in a perpetual state of flex, software development technology is being released on a monthly basis. As a result, defacto industry standards come and go on a regular basis. It is against this background that this project was commissioned. This report will display the narrow applicability of the standards in the broader context of TAFE activity involving computing.

TD/TNC 14.30

Library Association of Australia. TAFE Section; Library Association of Australia. TAFE Section. Queensland Group
Halfway there: between Kangan and 2000. Proceedings of the first national conference of the Library Association of Australia - TAFE National Section and TAFE Section Queensland Group. Sydney, 1987, 188p.
ISBN 0868040533.

Format: Mfiche

Availability: National TAFE Clearinghouse

Price: Free

Major Descriptors: Clearinghouses; Information networks; Information services; Librarians; Libraries; TAFE
Identifiers: Burgess B; Helem D; Kangan Report (1974)

Abstract: The title of this conference was chosen as the theme for the first conference of the TAFE National Section of the Library Associations of Australia, in order to focus on the significant progress made by TAFE Libraries in the thirteen years since the Kangan Report. The theme also suggests the need for a strong and decisive commitment to the next thirteen years. Speakers addressed the library and information needs and expectations of the stakeholders in TAFE; students, educators, industry and the community. Also, changes in the environment in which TAFE libraries operate were identified. These changes resulted from recent development in education, automation and communications technology.

VICTORIA

TD/VIC 14.1

Garton J; Lochert P
Student profile survey 1986: a summary of results. Melbourne: Victoria. TAFE Board, 1986, 2v. (v. 1 - 33p; v. 2 - 118p.).
ISBN 0724127437.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Demography; School demography; Socioeconomic background; Surveys; TAFE colleges; TAFE students

Minor Descriptors: Questionnaires; Tables (Data)

Identifiers: Student background

Abstract: The survey was conducted in August 1986 with a sample of over 10,000 students in Streams 1 to 5 in TAFE colleges in Victoria. A self completion questionnaire was administered by college staff, with a response rate of 74%. The 1986 survey was used as a pilot survey for a larger survey of all TAFE streams of study to be conducted in 1987. This survey had produced a wealth of sociodemographic data which adds a great deal of information to the sparse details available in recent research. One third of students came from non English speaking backgrounds (NESB), that is, had one or more parents born in a non English speaking country. While further analysis of the data remains to be done, the main features of the survey findings are described. Where relevant, comparisons are made with the Victorian population statistics collated by the Australian Bureau of Statistics (ABS).

Volume 1 provides a summary of results; Volume 2 gives the statistical data and survey questionnaire.

TD/VIC 14.2

Kimberley H
Community learning: the outcomes report. Melbourne: Victoria. TAFE Board, 1986, 128p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Community education; Followup studies; TAFE

Minor Descriptors: Case studies; Questionnaires

Abstract: The overall aim of this project was to investigate the educational and vocational outcomes of attendance at a Community Provider in the Eastern Metropolitan Region of TAFE, and by analysis and description to document the educational and vocational outcomes for a sample of people who attended the Community Provider in 1983. The data documented by this project confirms conclusions drawn in the recent report, Community Learning: A Public Investment, (Benson and Saleeba 1984). In relation to this report it indicates the value to participants of what Community Providers offer to education. A large part of this Outcomes Report contains appendices which cover case studies, survey samples and responses to questionnaires. A bibliography is also included.

TD/VIC 14.3

Hawthorn Institute of Education
The resources effects of self paced learning: an evaluative study. Melbourne: Victoria. TAFE Board, 1986, 97(3)p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Educational resources; Facility requirements; Pacing; TAFE colleges

Minor Descriptors: Case studies; Educational equipment; Individualised teaching; Mastery learning; Research reports; Storage; Student teacher ratio; Teacher attitudes

Abstract: The purpose of this report was: to investigate the physical and human resource requirements for Self Paced Learning; to examine the cost benefits of modes of implementation of Self Paced Learning and traditional delivery methods; to develop facilities guidelines and criteria which can be used when changes from traditional methods to Self Paced Learning are being considered; to make policy recommendations. A major part of the report consists of appendices which tabulate the results of discussion groups, a bibliography and a glossary of TAFE terms used.

TD/VIC 14.4

Victoria. TAFE Board. Library
Resources in Victorian TAFE colleges: annual cumulation 1985. Melbourne, 1986, 104p.
ISSN 0157-5368.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Audiovisual aids; Curriculum materials; Educational media; Indexes; TAFE

Minor Descriptors: Nonprint media; Pacing

Abstract: The resources listed comprise print and audio visual programs produced by Victorian TAFE colleges and also includes some commercial material for which some copyright restrictions may apply, e.g. copyright released to TAFE in Victoria only. Entries are itemised by: title; medium; author; year of production; physical description; course of study; audience intended; type of program; entry level required; synopsis; trialled/validated.

Availability is indicated by college code and whether the item is for sale, copying, interlibrary loan, etc.

Access to the information is provided by title and subject indexes.

TD/VIC 14.5

Adams B; Villiers-Thomson G; Wilson M
TAFE language across the curriculum: a report for Preston College of TAFE and the TAFE Board - Volume 1. Preston Vic: Preston College of TAFE, 1984, 19p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (TAFE Language Across the Curriculum project)

Major Descriptors: Educational research; Language acquisition; TAFE; Teaching language

Abstract: The final report for the 1984 TAFE Language Across the Curriculum project at Preston College of TAFE is a descriptive evaluation of the project objectives as set out in the initial proposal. Each objective is presented separately. It describes the methodology used and evaluates the results.

TD/VIC 14.6

Adams B
Action research: why can't students write logically organized, fully developed, clearly expressed, technically correct scientific prose? Preston Vic: Preston College of TAFE, 1985, 12p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (TAFE Language Across the Curriculum project)

Major Descriptors: Action research; Case studies; Learning; TAFE students; Writing skills

Abstract: This piece of action research was carried out as part of the 1984 Language Across the Curriculum project at Preston College of TAFE. The research grew out of teachers' concerns over the inability of students to write effectively. The report is based on classroom observation of discussions and lectures, group activities and a student research project. The conclusions of the report focus on the need for all teachers to understand the writing process and how writing can be used as a learning tool as well as a way of communicating. The report encourages teachers to formulate strategies based on a sound understanding of the writing process rather than offering prescription of cure-alls.

TD/VIC 14.7

Adams B; Villiers-Thomson G
Action research: the match between students and textbooks. Preston Vic: Preston College of TAFE, 1984, 16p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (TAFE Language Across the Curriculum project)

Major Descriptors: Action research; Language research; Learning; Reading; TAFE students

Minor Descriptors: Cloze procedure

Abstract: This report is part of the 1984 Language Across the Curriculum project at Preston College of TAFE. In this report a sample of reading materials used in Tertiary Orientation Program (TOP) and certificate courses was evaluated using a cloze procedure. The intention of this project was to raise awareness over the role of reading in learning and to encourage teacher devised strategies for using texts effectively.

TD/VIC 14.8

Christians K R
Validation of plumbing course 32 CDA 1984. Melbourne: Victoria. TAFE Board, 1984, 28p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Course evaluation; Employer attitudes; Plumbing; Program validation; TAFE

Minor Descriptors: Interviews; Questionnaires; Systems approach; Teacher attitudes

Abstract: A syllabus development group was formed in 1977 to develop the course using the Systems approach based upon a survey conducted in 1976/77, by the Curriculum and Research Branch of the Education Department to determine the training requirements of industry.

The purpose of this study was to assess the 'on the job' performance of graduates of the systems based course of plumbing (32CDA) in Victoria and compare it with college performance in order to determine the effectiveness and relevance of the course.

Information regarding on the job performance was gained primarily from interviews with employers and compared with teacher perceptions of student performance.

TD/VIC 14.9

Smith P J; Lindner C F
Learning style performances of technical and further education students and delivery modes in selected teaching programmes: (with some selected University student comparisons). Geelong Vic: Gordon Technical College, 1986, 4v. ISBN 090803749X.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Cognitive style; Data analysis; Investigations; Student characteristics; TAFE students

Minor Descriptors: Extension education; Questionnaires; Statistical data; Teaching methods; University students

Abstract: The Canfield Learning Styles Inventory was used to test student groups chosen from the Apprenticeship to the Certificate level, and from the personal services programs to the technology programs and off campus students. Additionally a sample of University students were also tested to allow some reference back to previous research conducted with university and college students at baccalaureate level. Teaching delivery methods were measured by interview of program teachers. A set of alternative teaching delivery methods were developed, and a number of curriculum objectives were chosen from each program.

Results are summarised and discussed, full details of the research appear in the appendices and matches and mismatches are pictorally demonstrated using histograms.

VICTORIA

TD/VIC 14.10

O'Callaghan A
PEP/mainstream staff awareness program. Wangaratta Vic: Wangaratta College of TAFE, 1985, 25p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Student research; TAFE teachers; Teacher attitudes; Youth programs

Minor Descriptors: Questionnaires

Identifiers: Participation and Equity Program

Abstract: Staff from teaching departments and the library at the Wangaratta College of TAFE were interviewed to ascertain their awareness and attitudes of the Participation and Equity Program and Educational Program for Unemployed Youth programs which operated at the college between 1983 and 1985. The author Adrian O'Callaghan is himself a past PEP student.

TD/VIC 14.11

Gillespie R
The instructional systems model in TAFE: background, philosophy and limitations. Collingwood Vic: Collingwood College of Technical and Further Education, 1986, 44p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Opinion papers; Systems approach; TAFE

Abstract: This paper is concerned with providing background information which might help promote constructive discussion about the appropriateness of the Instructional Systems Model (ISM). An historical and philosophical perspective is offered. The paper also details some of the key features and strengths of the systems model. Somewhat more attention is given to presenting criticisms of the ISM and in conclusion a number of suggestions and recommendations for change and further investigation are made.

TD/VIC 14.12

Maddock J
National core curriculum: training and education needs of the General Insurance Industry. Moorabbin Vic: Moorabbin College of Technical and Further Education, 1985, 82p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Insurance; Insurance occupations; Needs assessment; TAFE

Minor Descriptors: Core curriculum; Employer attitudes; Occupational information; Questionnaires; Task analysis

Abstract: This research was conducted on behalf of TAFE nationally and the Australian Insurance Institute by Moorabbin College of Technical and Further Education. The project brief restricts this study to the General Insurance Industry. In line with the terms of reference, no data has been collected for the Life Insurance Industry.

This report analyses the results of two industry surveys. Three industry groups have been identified in this report, viz. General Insurers, Brokers and Reinsurers. General Insurers and Brokers have been further broken down into subgroups of head offices and branches. Contained in this report are the results of the two surveys shown by Industry grouping, General Insurance by head office/branch grouping, Broking by head office/branch grouping, and a summary of duties/task/knowledge by Industry grouping. The third group, i.e. Reinsurers, were surveyed, however the small number of surveys returned did not allow any valid conclusions to be made specifically for that group.

TD/VIC 14.13

Dodson B
TAFE mathematics based course: final report. Melbourne: Royal Melbourne Institute of Technology. Technical College, 1985, 29p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Employer attitudes; Feasibility studies; Statistics; TAFE

Minor Descriptors: Questionnaires

Abstract: This report presents the findings of the study into the feasibility of introducing a TAFE mathematics based course into Victoria.

The study involved the review of courses already running in other areas of TAFE both here and interstate, a survey to indicate industrial needs in the statistics/quality control areas and determining the feasibility of setting up a course in statistics/quality control area.

TD/VIC 14.14

McKenzie D
Traineeships: report of overseas study tour (UK) 1985. Melbourne: Victoria. TAFE Board, 1985, 49p., plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Education work relationship; Job training; Reports; Vocational education; Youth programs

Identifiers: Great Britain. Manpower Services Commission; United Kingdom; Youth Training Scheme

Abstract: Following acceptance of the 'Report of the Committee of Inquiry into Labour Market Programs' (the Kirby Report) by the Commonwealth Government, and the stated intention of the Government to introduce traineeships in 1986, a study tour of schemes similar to the traineeship proposals was undertaken. The major focus of the study tour was the United Kingdom.

Details of the specific visits throughout the UK and the Manpower Services Commission's Youth Training Scheme are supplied in the appendices.

TD/VIC 14.15

Smith M; Predl I
Influences and issues in managing the changing profile of TAFE 1986-1990. Melbourne: Victoria. TAFE Board, 1986, 28p., plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Long range planning; Opinion papers; State departments of education; TAFE

Minor Descriptors: Employment patterns; Enrolment projections

Abstract: The TAFE system is undergoing and will continue to undergo some major changes that will significantly reshape its program provision during the next three to five years. The purpose of this paper is to briefly outline trends in TAFE provision for the period 1981-1984; indicate the 1985 dimension of TAFE and commitments to future developments; focus attention on the main influences likely to affect TAFE's development in the period 1986-1990; suggest strategies that may assist in the management of changes occuring to the end of the decade.

TD/VIC 14.16

Gordon Technical College
Final report of the TAFE working party into industry training needs in occupational health and safety. Geelong Vic, 1986, 70p., include appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Industry; Needs assessment; Occupational safety and health; TAFE

Minor Descriptors: Course descriptions; Occupational information

Abstract: This report follows the report Training Needs Analysis: Occupational Health and Safety, 1984 Clearinghouse report TD/VIC 10.16. The working party identified four major duty areas. These are; advising management and other relevant persons on all matters pertaining to OH&S; maintaining appropriate records and statistics relating to OH&S; implementing training programs for management and employees; coordinating activities aimed at accident and disease prevention, including the investigation of all work and work related incidents. The tasks associated with each duty are listed in the consolidated job profile which is attached to this report.

VICTORIA

TD/VIC 14.17

Maddock J; Christophers S; Dalziel S
Study of course completion rates and follow up studies of student placement. Moorabbin Vic: Moorabbin College of Technical and Further Education, 1985, 2v. (v. 1-72p; v. 2-60p.).

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Business education; Career path followup; Followup studies; Student attitudes; TAFE students

Minor Descriptors: Dropouts; Education work relationship; Employer attitudes; Questionnaires; Teacher attitudes

Abstract: The study aimed to establish the link between completion and noncompletion of certain Certificates of Business Studies on the career paths of ex TAFE students. The following courses were included in the study: Certificate of Business Studies (Accounting); Certificate of Business Studies (Advertising); Certificate of Business Studies (Insurance Life); Certificate of Business Studies (Insurance General); Certificate of Business Studies offered in the Gippsland Region.

The perceptions of ex students, employers and teachers on the effect of completion or noncompletion of these courses on the career paths of ex TAFE students, have been compared in the study.

TD/VIC 14.18

IBIS - DH&S
Plumbing course 32CDA assessment issues. Melbourne: Victoria. TAFE Board, 1985, 70p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Plumbing; Research reports; Student assessment

Minor Descriptors: College business relationship; Curriculum development; Employer attitudes; Teacher attitudes; Trade courses

Abstract: This study of the assessment process for the plumbing and gasfitting apprentices' course, 32CDA, was carried out on behalf of Holmesglen College of TAFE by IBIS-DH&S. The purpose of the study was to recommend how the assessment process might be improved and its reliability demonstrated to the Industry.

The report outlines the history of the development and implementation of the plumbing course in the 1987's, terms of reference and methodology. The major stakeholders, their attitudes and authority relationships are identified. the paradigm for the study was the systems model, and the analysis of 32CDA is within the framework of the systems approach to curriculum development. Chapter five includes general conclusions, issues involved in alternative modes of assessment (MOA), alternative MOA considered in the study, present assessment process, and a summary of thirteen recommendations.

Supplementary notes, a paper on examination anxiety, a paper "Apprenticeship a historical perspective' 1978, and P&GB's Journeyman Registration test are included in the appendices.

TD/VIC 14.19

Delaney B; Meredith S
Report of Blackburn staffing and industrial relations project. Melbourne: Victoria. TAFE Board, 1986, 27p., plus appendices.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Educational planning; Labour relations; Staff development; Year 12

Minor Descriptors: Questionnaires

Identifiers: Blackburn Report; Tertiary Orientation Program

Abstract: The aim of this study was to examine the impact of the implementation of the 'Ministerial Review of Postcompulsory Schooling' (Blackburn Report) recommendations would have on the future employment needs of teachers.

The report provides recommendations which reflect the range of issues that need to be addressed for future developments. These recommendations focus on the necessity for; human resource planning; an examination for course design procedures relative to new course initiatives; staff development; retraining options; industrial issues. The recommendations provide broad guidelines for the implementation of new course provision and indicate the areas where further research is necessary. Staff development, retraining and industrial issues will need to be planned as new directions become clearer. In the report Appendices provide a sample of the questionnaire used and other recorded responses used in the study.

TD/VIC 14.20

Rea C; Salter R
Retraining and adult unemployment in the Frankston region: survey. Frankston Vic: Frankston College of TAFE, 1985, 57p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Adults; Employer attitudes; Retraining; Surveys; Unemployment

Minor Descriptors: Questionnaires

Abstract: There are a number of significant job areas noted by local employers as not being filled in the Frankston region due to the lack of available training, despite the region's high rate of unemployment.

These employment areas are: Real estate - sales and rents manager; Machinists - leather and canvas; Drycleaners; General sales; Hairdressers; Nursery assistants; Medical and dental receptionists; Health food sales assistants; Fast food sales (employers require staff trained in food production/presentation to improve product); Fast photography/developers.

There is a shortage of specific and relevant training programmes in the region.

The findings of this survey support recommendations made in the 'Report of the Committee of Inquiry into Labour Market Programs' (Kirby Report) and also provide a basis for development along the lines suggested in the report. Part one includes details and the results of the survey. Part two discusses the survey of the educational needs of unemployed men over 25 years of age, and how courses may be best promoted to this sector of the population.

TD/VIC 14.21

Avrahami L; Dowse R
The most feasible means of implementing a practical placement programme within the proposed secretarial certificate. Frankston Vic: Frankston College of TAFE, 1984, 15(9)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Feasibility studies; Interviews; Job placement; Office occupations education

Minor Descriptors: Employer attitudes; Questionnaires; Student attitudes

Identifiers: College attitudes

Abstract: The paper investigates four main issues related to practical placement within the proposed Secretarial Curriculum. These are; What are the objectives of a practical placement model? What type of practical placement model should be implemented within the Secretarial Curriculum? How should such a model be administered? How should the practical placement model be evaluated?

This paper incorporates issues put forward by the TAFE Secretarial and Administrative Studies Development Project Team. (Appendix 3 outlines these points in greater detail.)

TD/VIC 14.22

Gillespie C
Migrant women, education and TAFE Victoria. Melbourne: Melbourne Migrant Resource Centre, 1985, 28p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Migrant education; Needs assessment; Opinion papers; TAFE; Womens education

Minor Descriptors: Multicultural education; Sex role

Abstract: A background paper to the research project: 'Educational Needs of Migrant Women in the Central Metropolitan Region TAFE Victoria'. The paper looks at the issue of TAFE responsibility for the provision of women's education in the light of Victorian TAFE Multicultural Education Policy. It also considers the questions: Who are migrant women? How does their economic and social condition affect their educational opportunities? The paper contains recommendations on how TAFE might best provide education for migrant women.

TD/VIC 14.23

Chisholm Institute of Technology. Centre for Robotics
Robot technology. Caulfield East Vic, 1986, 30p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Electronic control; Mechanical equipment; Teaching guides; Technology

Identifiers: Robotics

Abstract: This course has been designed to give electronics teachers from TAFE colleges a basic grounding in robotics. These notes are intended to supplement the lectures and other activities of the course. They are not intended to be used other than as described above, nor are they intended to be suitable for use as class notes for TAFE students.

TD/VIC 14.24

O'Meara N
TAFE investigation - shorthand systems. Melbourne: Royal Melbourne Institute of Technology. Technical College, 1985, 90p., plus appendices.
ISBN 0864440766.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum research; Investigations; Office occupations education; Shorthand

Minor Descriptors: Employer attitudes; Questionnaires; TAFE; Teacher attitudes

Abstract: This research reviews different shorthand systems taught as a component of secretarial studies courses with regard to the future employment of students of these courses. It takes into account the demand for shorthand for entrance to upper level and other secretarial positions, shorthand speeds required for performance in these positions, other skills and knowledge needed by present and future secretaries and the shorthand requirements of secretaries. The project also provides anecdotal information about three shorthand systems, Pitman New Era, Pitman 2000 and Teeline with respect to the time taken to learn each, as well as speeds, accuracy rates, and vocabulary range available for each, industry acceptance and attitudes of shorthand teachers to the three systems. The results and recommendations are directed towards the study of shorthand in secretarial courses conducted by TAFE in Victoria, including the full time two year Certificate of Business Studies, Secretarial, as well as other short courses.

TD/VIC 14.25

Flagstaff College of TAFE
Evaluation and validation of the Hairdressing Technician Certificate in Victoria. Melbourne, 1986, 73p., plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Cosmetology; Course evaluation; Program validation; Student attitudes; TAFE

Minor Descriptors: Administrator attitudes; Certificate courses; Course descriptions; Interviews; Questionnaires

Identifiers: Hairdressing; Post apprenticeships

Abstract: The purpose of this study was to conduct an evaluation and validation of the Hairdressing Technician Certificate in Victoria. The findings were to be presented in a report to both the TAFE Board and the ITCV.

A sample of 353 respondents provided the statistical information which made up the report. These respondents were past or present students who had undertaken at least one of the units of the course. Very few students have actually completed the entire course since its inception in 1981 because of its part time nature. Recommendations of the survey included; redevelopment of the syllabus; improved marketing strategies; greater recognition of the award by Industry; provision of day classes and seminars.

TD/VIC 14.26

Mitchell P
Index to the educational micro-computer software held in Victorian TAFE colleges. Warrnambool Vic: South West College of Technical and Further Education, 1986, 131(9)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Computer programs; Indexes; Microcomputers; Resource materials; TAFE

Minor Descriptors: Reports

Abstract: This index lists microcomputer software that is relevant to TAFE college educational programmes. It is based on information supplied by the colleges and represents the holdings of each college in 1986. The index is made up of three sections: items arranged alphabetically by title of software, hardware, bibliographical details and abstract; subject; title index; location chart.

While the index identifies software held by particular colleges, it is not a directional listing, as current software licencing arrangements do not permit the lending of computer software. It is hoped that the index will provide a reference tool for librarians, curriculum development officers, teachers and students in identifying appropriate software to support their educational programmes. A brief report of the project accompanies the index.

TD/VIC 14.27

Victoria. TAFE Board Library
Resources in Victorian TAFE colleges: 1986 cumulation. Melbourne, 1987, 47p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Audiovisual aids; Curriculum materials; Educational media; Indexes; TAFE

Minor Descriptors: Nonprint media; Pacing

Abstract: The resources listed comprise print and audio visual programs produced by Victorian TAFE colleges and also includes some commercial material for which some copyright restrictions may apply, e.g. copyright released to TAFE in Victoria only. Entries are itemised by: title; medium; author; year of production; physical description; course of study; audience intended; type of program; entry level required; synopsis; trialled/validated. Availability is indicated by college code and whether the item is for sale, copying, interlibrary loan, etc. Access to the information is provided by title and subject indexes.

TD/VIC 14.28

Newell F
Family and study: final report of the TAFE child care project. Melbourne: Victoria. TAFE Board, 1986, 41p.
ISBN 0724127836.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Day care centres; Needs assessment; Student needs; TAFE colleges

Minor Descriptors: Governing boards; Policy; Resource allocation; State departments of education

Identifiers: Child Care; Community Based Providers

Abstract: This is the Final Report of the TAFE Child Care Project, conducted in Victoria.

It includes a summary of the Project's research findings, the TAFE Child Care Policy adopted by the TAFE Board in October 1986, a 'plumbing model' for implementing the TAFE Child Care Policy and a discussion of the key issues facing TAFE child care provision. It includes the recommendations of the Child Care Project.

TD/VIC 14.29

East Gippsland Community College of TAFE. Interim Council
A proposal for the formation of an East Gippsland Community College of TAFE. Bairnsdale Vic, 1985, 32p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: College planning; College role; Community colleges; TAFE colleges

Abstract: This report outlines the development of a Community College in East Gippsland. The aim is to maintain and expand current TAFE Programmes and offer a broader concept of education that is currently available in Victoria. The Community College is an attempt by TAFE to develop a new concept in education. Specifically, the East Gippsland Community College is an attempt to provide a model for meeting community needs in an area that is geographically large, economically important and demographically sparsely populated. The proposal was written as a guide to the incoming Community College Council to direct its deliberations. The report covers: objectives; 'open door' admission; relationships with other groups and institutions; programs - status; program delivery methods; staffing; organisational planning; facilities; community accountability and openness; decision making processes.

Appendix 'A' is a map of Victoria which shows the size of East Gippsland in relation to other Regions. It indicates the enormous geographic area (about one eighth of Vic.) that the College intends to service.

TD/VIC 14.30

Street Ryan & Associates
People of non English speaking background in Frankston TAFE area. Hawthorn Vic, 1985, 47p.
ISBN 0949185124.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Background; Ethnic groups; Non English speaking; TAFE colleges

Minor Descriptors: Tables (Data)

Abstract: The purpose of the report was to assist the Frankston College of TAFE in the reviewing and planning of courses available to people of Non English Speaking Background and to identify the more general needs of the NESB community in the catchment area. The report is based on information from a range of published and unpublished sources but does not include any survey work or independent data collections. The report includes a discussion of the demographic and social attributes of the Frankston TAFE area and relevant trends. It gives details of NESB persons within a number of small subdivisions and presents likely future scenarios for the NESB population.

TD/VIC 14.31

Idach Pty Ltd
Hidden youth unemployment in the western suburbs of Melbourne. Newport Vic: Newport College of TAFE, 1986, 36p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Followup studies; School leavers; Suburban youth; Unemployment; Youth employment

Minor Descriptors: Questionnaires; Student attitudes

Identifiers: Student background; Hidden unemployment

Abstract: Newport College of TAFE nominated three secondary high schools and one technical school from their college catchment area as subjects of the school leavers survey. Professional people working with young people were also interviewed.

The report sets out the methodology, objectives, findings and recommendations. The five page questionnaire is attached as Appendix A.

The sample of this survey, the hidden unemployed amounted to 6 per cent of the population making the Newport group alone in excess of 300 people. A significant number of respondents failed to provide responses to some questions, reducing the usefulness of the overall survey.

TD/VIC 14.32

Telford R P
Blackburn, Kirby, Hudson: parts 1 and 2. Footscray Vic: Footscray College of Technical and Further Education, 1985, 27(12)p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Educational change; Opinion papers; Postsecondary education; TAFE; Year 12

Minor Descriptors: Adult education; Prevocational education; Transition education

Identifiers: Blackburn Report; Hudson Report; Kirby Report; Victorian Certificate of Education

Abstract: This report was presented to the Acting Director of Footscray College of TAFE for consideration by him and Council. Some recommendations refer to actions the college should take through its Council. Others suggest changes in TAFE Board policies and strategies, which Council may wish to influence.

Part 1: 'Comments and suggested strategies'. This paper examines the consequences for TAFE generally, and for Footscray College of TAFE specifically of the 'Ministerial Review of Postcompulsory Education' (Blackburn Report); 'Committee of Inquiry into Labour Market Programs' (Kirby Report); 'Review of the Structure of the Commonwealth Tertiary Education Commission and Arrangements for Co-operation and Consultation with States and Institutions' (Hudson Report). This paper gives suggestions for future directions and strategies.

Part 2: 'A proposal for VCE activities at Footscray College of TAFE'. This paper suggests the following Victorian Certificate of Education (VCE) programs be conducted at Footscray; parttime evening and day programs; fulltime for adults (18 years and over) who are returning to study; fulltime vocationally oriented packages which cannot be offered by secondary schools; and parttime studies on selected TAFE subjects for secondary school based students.

TD/VIC 14.33

Keating B
Education and training for mature age people: a study in the northern TAFE region. Preston Vic: Preston College of TAFE, 1986, 47 plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Adult education; Biographical inventories; Needs; Needs assessment; Survey; TAFE; Training

Minor Descriptors: Labour market; Questionnaires; Retraining; Tables (Data); Unemployment

Abstract: This study surveyed a sample of mature age (over 24 years) people in the northern region in order to determine whether there exists a potential client group or groups, and to ascertain whether such groups might be encouraged or influenced to take up TAFE courses (existing or new) as a productive alternative to unemployment or as a means of broadening their opportunities to engage in more satisfying and challenging work. The questionnaires sought information regarding respondents circumstances, educational and employment history and attitudes and opinions regarding their educational needs. The report also provides an economic and labour market overview, details of labour market training programs and an outline of a proposed policy development plan and a recommended strategy.

TD/VIC 14.34

Clancy D
The AMES - TAFE interface: a report to the AMES/TAFE Interface Committee 1986. Melbourne: Victoria. Adult Migrant Education Services, 1986, 83p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Coordination; English (Second language); Migrant adult education; Public agencies; TAFE

Minor Descriptors: Cooperative planning; Questionnaires

Abstract: This report is an outcome of a series of meetings held between senior officers of AMES and TAFE during 1986 to examine issues relating to the delivery of English as a Second Language programs in Victoria. The committee was aware that for some considerable time, gaps and overlaps had been perceived to exist between these two major providers of ESL. The report represents not only an instance of successful cooperation between providers at institutional level, but also gives the first succinct overview of the structural arrangements governing these two bodies. In delineating policy and program issues, the report gives particular focus to the potential for regionalised coordination delivery arrangements between AMES and TAFE in Victoria and in doing so may provide an efficient 'blueprint' for future action.

TD/VIC 14.35

Jasen C
An evaluation of the Preparatory Course for Young Women (Trade and Technical). Geelong Vic: Gordon Technical College, 1986, 54p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Course evaluation; Student attitudes; TAFE; Trade courses; Womens education

Minor Descriptors: Teacher attitudes

Abstract: The program was extensively documented through its duration. A number of methods were used in the evaluation process. These include interviews, participant observation, an examination of various documents including staff and participant questionnaires, enrolment forms, employers evaluation, and coordinator's evaluation. Also used were trade teachers' written reports and comments, as well as information gathered at Advisory Committee meetings. The report details all of these, and lists recommendations which would be useful in running future courses.

TD/VIC 14.36

Victoria. TAFE Board. Equal Opportunity Branch
Women in management: a study in TAFE colleges. Melbourne, 1987, 46p.
ISBN 0724128158.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Affirmative action; Employed women; Equal opportunities (Jobs); Managerial occupations; TAFE colleges

Minor Descriptors: Clerical occupations; Professional occupations; Technical occupations; Women teachers

Abstract: A study to identify attitudinal and structural barriers to women in the TAFE Teaching Service (TTS) and Professional, Administrative, Clerical and Technical (PACT) positions in TAFE colleges. Findings based on questionnaires and interviews conducted early in 1986, were that women face more barriers than ever; e.g. sex discrimination in the selection process.

TD/VIC 14.37

Hirst W
Open learning: some implications for access to education for adults. Manchester: University of Manchester. Dept of Adult and Higher Education, 1984, 70p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Adult education; Continuing education; Masters theses

Minor Descriptors: Citations (References)

Identifiers: Open Learning

Abstract: Learning is viewed from various perspectives and standpoints. 'Open' is seen as an imprecise term which may promise more than flexibility. Open Learning systems are viewed in the light of an ideal type of Open Learning. This ideal type is abstracted from self directed and proactive learning maximally open fields, ability to tolerate and benefit from others and awareness of self derived from Tough, Knowles, Rogers, Maslow and Allport respectively.

In contrast with this theoretical construct, practices of Open Learning systems are drawn from some British institutional provision of the Open University, National Extension College, The Open College Federation of the North West, Manchester Open College Federation, and Open Tech (Manpower Services Commission).

TD/VIC 14.38

McFarling C
A report on community based adult education in the Loddon-Mallee TAFE region 1985. Bendigo Vic: Victoria. Loddon-Mallee Regional TAFE Board, 1986, 2v.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Adult education; Access to education; Regional programs; Rural areas; TAFE

Minor Descriptors: Community education; Reports; School community relationship

Abstract: This report was commissioned by the Loddon-Mallee Regional TAFE Board in response to requests from Community Providers in the region for better documentation of their role and function in the adult education arena. The research was conducted on a personal contact or interview basis with community based adult educators in the region. Because of the nature of the research and the volume and diversity of information much of the data appears as unedited notations. From the report some 80 recommendations, major findings and conclusions were made. The report is in two volumes: Volume 1 - Summary of findings and recommendations; Volume 2 - Results of interviews and discussions.

TD/VIC 14.39

Guthrie H; Foyster J; Stock B; Smart D
Evaluation and validation of TAFE programs: collected documents. Melbourne: Royal Melbourne Institute of Technology. Technical College, 1986, various paging.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Series: (Making Changes)

Major Descriptors: Course evaluation; Curriculum evaluation; Program validation; TAFE

Minor Descriptors: Opinion papers; Teacher attitudes

Abstract: The TAFE Board of Victoria has commissioned two projects which are intended to influence future thinking and planning about the curriculum development processes within TAFE. The aims of the projects 'Validation of TAFE programs' (managed by Peter Thomson from the TAFE National Centre for Research and Development) and 'Methodologies for the evaluation and validation of TAFE programs' (managed by Hugh Guthrie from the Royal Melbourne Institute of Technology) are parallel, i.e. they involve discussion of the issues and development of models which will be applicable throughout the TAFE system in streams 1000-4000.

Papers are titled: Evaluation and validation of TAFE programs: two important projects; Who runs the curriculum; What is evaluation; What is validation; Issues in validation; As a result of reading this discussion paper . . .; Effective evaluation; Approaches to validation; Power, politics and the curriculum; A catalogue of evaluation methods; Another look at the politics of evaluation and validation; Interviewing; Statistics is bunk; Evaluation, validation and the community; Opinions from the field 1, 2, and 3; Accreditation as evaluation; Learning from the field; Policy analysis, accountability and evaluation; Evaluation and validation of TAFE programs: final report.

TD/VIC 14.40

Gianello L; Hocking C
The women into science education (a WISE move) report. Chadstone Vic: Holmesglen College of TAFE, 1986, 2v.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Course descriptions; Course evaluation; Science education; Womens education

Minor Descriptors: Course content; Questionnaires; Student attitudes; Teaching methods

Identifiers: Women into Science Education

Abstract: The report outlines the project's background and aims, and describes the 1984 pilot program and the 1985 courses WISE I and WISE II (Women into Science Education). Teaching methodology is outlined. The basic teaching philosophy for the courses is to work from what the learner already knows and feels.

Appendix one includes a number of questionnaires used to evaluate progress of students, student attitudes during the courses, and examples of tests administered to the participants during the courses. Appendix II contains the syllabus documents.

VICTORIA

TD/VIC 14.41

Dewey D H
Report to TAFE Board Victoria on handling and marketing of fresh fruit and vegetables with recommendations for strengthening the academic and training programs in post harvest horticulture. Dookie Vic: Victorian College of Agriculture and Horticulture. Dookie Campus, 1985, 27p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Field crops; Food handling facilities; Harvesting; Horticulture; Marketing

Minor Descriptors: Needs assessment; Curriculum evaluation

Abstract: This evaluation has identified a need for courses to be developed/updated in order to increase the industry based skills in production practices which influence harvest quality. The Summary of Recommendations provides an outline of the outcomes of the evaluation. A major recommendation is that a variety of training options be developed and offered.

TD/VIC 14.42

Victorian College of Agriculture and Horticulture. McMillan Campus
Report on the rural women's program VCAH-McMillan May to October 1985. Warragal Vic, 1985, 60p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Access to education; Outreach programs; Program evaluation; Rural areas; Womens education

Minor Descriptors: Participant satisfaction; Program descriptions

Abstract: Womens access to educational programs, especially in remote areas, has been difficult to achieve. The Rural Women's Program conducted by VCAH-McMillan in 1985 provided access for some hundreds of women, in a wide range of topics. The report outlines: program objectives; program operation; background evaluation; staff evaluation; participant evaluation; future direction of the Program.

TD/VIC 14.43

Hamilton B
A report on the training needs in horticultural therapy in Victoria. Ballarat Vic: School of Mines and Industries Ballarat. Corporate Planning and Development Unit, 1987, 83p.

Format: Hard Copy; Mfiche

Availability: School of Mines and Industries Ballarat Ltd., Corporate Planning and Development Unit, PO Box 663, Ballarat VIC 3350

Price: Hard Copy ($6.00); Mfiche (Free)

Major Descriptors: Horticulture; Needs assessment; Occupational therapy; Rehabilitation; Training

Minor Descriptors: Course descriptions; Questionnaires; Recreation

Identifiers: Horticultural therapy

Abstract: This report was compiled by means of institutional visits and observations, attendance at a seminar on horticultural therapy, personal interviews, a literature review, and a postal survey. It contains firstly a definition of horticultural therapy, and then proceeds to look at the practice of horticultural therapy in Victoria including where, when, why, and who is practising, and to whom the service is given. The report considers reasons for not running programs and then the components of a successful program. This is followed by a discussion of current training available in the field, and a discussion of the training needs and interests. Finally some recommendations are made pertaining to the training needs of horticultural therapy in Victoria followed by a basic list of resources for course development.

TD/VIC 14.44

Basil H; Warwick L; Ratajzak R
Occupational English curriculum research project: report on phase I. Melbourne: Royal Melbourne Institute of Technology. English Language Teaching Unit, 1984, 43p., includes appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: English for special purposes; English (second language); Food service; Needs assessment; Research reports

Identifiers: Fry Report (1973); Hospitality

Abstract: The concept proposal for this research project originated largely from the findings in the 'Report of Committee of Inquiry on the Recognition of Overseas Qualifications in Australia' (also referred to as the Fry Report), Australian Government Publishing Service: Canberra, 1983. The Fry Report stressed the need to establish the level of English appropriate to individual occupations and expressed its concern over the methodology of 'Occupational English' courses. Interested parties who had given information to the Fry Committee held different views of appropriate methodology, (pp. 112-120). The Fry Committee also referred to the need for reorientation courses to bridge the gap between overseas and Australian training and work (p. 45) and the need for retraining as an alternative to recognition (p. 47). These concerns were considered during the research project. The major objective was to obtain information about English language usage in key occupations as a base for forward planning in curriculum development and for the development of teaching materials and resources. This report details the research and analysis of the project. It was proposed that the project be in three phases: Phase 1: Research and analysis; Phase 2: Development of teaching/learning resources; Phase 3: Trialling of resources. This report then, deals only with Phase 1 of the Project.

TD/VIC 14.45

Newport College of TAFE
Participation and Equity Program evaluation 1985. Newport Vic, 1985, various paging.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Prevocational education; Program evaluation; Student attitudes; TAFE; Teacher attitudes

Minor Descriptors: Parent attitudes; Questionnaires

Identifiers: Participation and Equity Program

Abstract: This report is an evaluation of the Participation and Equity Program (PEP) 1985 conducted at Newport College of TAFE, the Footscray Community Art Centre and the Old Williamstown Post Office. Information was gathered from teaching staff directly involved in the delivery of the program, as well as questioning teaching staff not involved with the PEP program. This was for the purpose of identifying staff attitudes to this type of program. Every student was given the opportunity to comment on the program via a questionnaire. The questionnaire was designed by the project and refined at an evaluation workshop conducted at Hepburn Springs, on October 23, 1985 by the Office of the TAFE Board.

TD/VIC 14.46

Neville H
'The problem is getting people to take you seriously': vocational training for women in home-based occupations in Healesville and Upper Yarra shires. Healesville Vic: Healesville Living and Learning Centre, 1986, 86p., plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Business skills; Education work relationship; Employed women; Extension education; TAFE; Vocational education; Womens education

Minor Descriptors: Attitudes; Educational alternatives; Questionnaires; Tables (Data)

Identifiers: Self employment; Small business

Abstract: The report is Part A of a project designed to assist women in the Yarra Valley who wish to earn an income from home by identifying the demand for information and training. Part B is an information bank for use by the target group.

It discusses traditional ways of working from home; outwork for industry, small business, art and craft work, and new models made possible by computers and telecommunications. It is based on a survey of the relevant literature to identify the issues and problems, a mail survey of women in the area with 90 respondents, and an interview survey of 35 women. Recommendations are made on the provision of training in relevant occupational skills, computer skills, entrepreneurship, small business management, and the organisation of cooperatives, including the need for an open learning system appropriate to the geographic area and the target group, with adequate support systems, such as resource centres, communication networks, and childcare.

TD/VIC 14.47

Lesh N
Study tour of Japan 1985. Melbourne: Royal Melbourne Institute of Technology. Technical College, 1985, 20p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Artificial intelligence; Automation; Mechanical equipment; Study abroad

Minor Descriptors: Electronic control; Manufacturing industry

Identifiers: Robotics

Abstract: The overseas study of selected factories in Japan was arranged by the Australian Robot Association, and funded as a Staff Development activity by the TAFE Board of Victoria. The purpose of the visit was to study and evaluate robotics as used in Japanese manufacturing industry, to study the specialised tooling used in conjunction with robots; to evaluate the future acquisition of training equipment, and to evaluate the future activity in this field.

The report details the itinerary, including present and future developments; estimated population; growth and demand; and robotic research in Japan.

TD/VIC 14.48

Bell M; Read S; Tyson A; Wallace P
Evaluation of preparatory courses for young women in non-traditional trade and technical careers. Hawthorn Vic: Hawthorn Institute of Education, 1986, 60p.
ISBN 0867911360.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Course evaluation; Educational alternatives; Prevocational education; Trade courses; Womens education

Minor Descriptors: Participant characteristics; Student attitudes; Tables (Data); Teacher attitudes

Abstract: The reports outlines the background to a 1985 project which was aimed at introducing young unemployed women to non traditional areas of training and employment. The courses were run at five colleges: Frankston College of TAFE; Gordon Technical College; Holmesglen College of TAFE; Shepparton College of TAFE and Yallourn College of TAFE. These colleges had indicated a commitment to equal opportunity and affirmative action. Course participants were surveyed by interview as to attitudes to the courses, characteristics such as self esteem, employment perspectives, awareness of opportunities, confidence in aspects of the subject matter of the courses etc. Profiles are provided on the coordinators, teachers and participants. Information on teaching experience and teacher attitudes are also included. The report concludes with reflections on the evaluation and suggested strategies for evaluation of 1986 courses to be run at seven TAFE colleges.

TD/VIC 14.49

Marr B
Women into technology: a bridging program for women wishing to enter maths, science and technology based courses. Preston Vic: Preston College of TAFE. Preparatory Dept, 1985, 121p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Bridging courses; Educational opportunities; Mathematics; Physical sciences; Womens education

Minor Descriptors: Communication skills; Course descriptions; TAFE

Abstract: This document outlines the aims of the program, target group, subject objectives and assessment. A program overview outlines the content and integration of Mathematics, Physical Science and Language/Social Science in the course. Documentation of the entry prerequisites for Certificate and Year 12 courses led to identification of specific subject areas. These were a mathematics component, a physical science component. The mathematics component was considered crucial as it provides the basis for scientific work and is often the area where women have least skills. It was decided it should be the largest component and include work on computing. Physical science involves an examination of the concepts of physics and chemistry and scientific methodology. The language component involves an examination of issues related to women and science, developing the language modes of reading, writing, talking and listening. The syllabus documents are included in the document.

TD/VIC 14.50

Murphy J; Miller J
Australian Traineeship System core curriculum annotated bibliography. Preston Vic: Preston College of TAFE, 1986, 308p.

Format: Hard Copy; Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Annotated bibliographies; Education work relationship; Indexes; Resource materials; Trainees

Minor Descriptors: Communication skills; Computer literacy; Daily living skills; Job skills; Work environment

Identifiers: Australian Traineeship System

Abstract: Traineeships are a new form of structured on and off the job training designed to provide young people with vocational skills and knowledge for entry into the workforce. The training emphasis is on the acquisition of broad and transferable skills and knowledge which will assist young people to move into a range of occupations and into related further training programs.

The Australian Traineeship System policy guidelines identify seven skill areas which should be included in Traineeship training plans: problem solving and planning skills; communication skills; information technology skills; industrial numeracy and literacy skills; practical and manual skills; job specific skills; skills transfer to new work situations.

The list covers a wide range of resources including people, games, organisations, audiovisual and print materials, although nonprint materials forms the bulk of the resources.

TD/VIC 14.51

Murphy J; Miller J
A resource listing for the transferable skills component of the work/study curriculum. Preston Vic: Preston College of TAFE, 1985, 308p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Annotated bibliographies; Education work relationship; Indexes; Resource materials; Trainees

Minor Descriptors: Career planning; Computer literacy; Daily living skills; Literacy; Numeracy; Work environment

Abstract: The list covers a wide range of resources, including people, games, organisations, audiovisual and print material. Non print material forms the bulk of the resource kit.

Resources selected are relevant to the curriculum guidelines produced by the Victorian TAFE Curriculum Development Unit.

The items are of a standard appropriate to the target groups of students, namely an age range of 15-20 years, and a varied experience of work/social environments. Each entry contains a synopsis of the content and information about its format, producer, approximate price, availability for hire or loan and brief comment noting any bias or impressions noted on viewing. Primary arrangement of the list is by broad subject categories. Title and subject indexes are provided.

TD/VIC 14.52

Victoria. TAFE Board
Certificate of Vocational Studies. Melbourne, 1986, 226p., plus appendices.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Course descriptions; Disadvantaged youth; Job training; TAFE

Minor Descriptors: Audiovisual teaching; Clerical occupations; Curriculum development; Education work relationship; Rail transport; Skill development

Identifiers: Certificate of Vocational Studies (Audio Visual); Certificate of Vocational Studies (Clerical); Certificate of Vocational Studies (Transport); Youth Guarantee

Abstract: The course was developed to meet the requirements of the Victorian Government's Youth Guarantee Policy. The course is part of a pilot program of structured integrated on and off the job training in non apprenticeship areas. The focus of the core studies component of the work study is on broad transferable skills and knowledge.

The document provides the: structure of work study training; curriculum development process; resources; core syllabus; clerical stream syllabus; audio visual stream syllabus; transport stream syllabus. The syllabus documents list performance objectives identified on the basis of occupational analyses.

TD/VIC 14.53

Beaton H
Learning in later years: a study about older persons learning. Melbourne: Victoria. TAFE Board, 1986, 42p.

Format: Hard Copy

Availability: Hawthorn Community Education Centre, 24 Whitefield Street, Hawthorn Vic 3122

Price: $6.00

Major Descriptors: Learning motivation; Middle aged adults; Older adults; Recurrent education

Minor Descriptors: Disabilities; Outreach programs; Research reports

Abstract: The research shows that people learning in their later years are not a homogeneous group; that they are often keen to contribute significantly to their own learning; that the delivery of education (times, venues, costs) is important; that their age frees them from concerns about career; and learning is motivated by a wish to enjoy what they learn, and to learn in a community of people who are continuing to reach new goals in their lives.

The report discusses the Universities of the Third Age; the Correspondence Courses for Housebound People; and programs for frail or disabled older persons, as well as programs for housebound and less mobile older persons are offered.

The research project was conducted at the Hawthorn Community Education Centre in Melbourne.

TD/VIC 14.54

Broughton B L; Adams K M S; Eckersall K E; Hayes R L
Evaluation of the computer assisted training pilot for the aircraft trades. Hawthorn Vic: Hawthorn Institute of Education, 1986, 61p.
ISBN 086791176X.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Aviation mechanics; Computer assisted teaching; Program evaluation

Minor Descriptors: Evaluation methods; Literature reviews; Questionnaires

Abstract: This evaluation is of the computer based training pilot developed and implemented at the RMIT for apprentices in the aircraft trades. The methodology includes a literature survey, observations, interviews, questionnaires, analysis of data, and assessment of computer programs. A frame by frame assessment of programs used for 10 computer lessons is comprehensively detailed. General recommendations are that further computer based training course development should be carried out, with due considerations given to facilitation and program design. Other recommendations make suggestions for program improvement based on specific evaluation criteria, i.e. educational criteria, user reaction, screen criteria, functional criteria, and supplementary materials.

TD/VIC 14.55

Kingston G; Mercer T
Problem-based learning in electronics. Hawthorn Vic: Hawthorn Institute of Education, 1987, 44p.
ISBN 0867911921.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Electronics; Investigations; Learning; Problem solving

Minor Descriptors: Curriculum development; Questionnaires; Student attitudes; Teacher attitudes

Abstract: The development, implementation and evaluation of a unit of study delivered in a problem-based learning mode to second year radio trades apprentices is discussed. The main conclusion drawn is that if problem-based learning is to be accepted into a syllabus then the steps involved are: identify the major learning goals; identify actual or simulated real life situations; identify real problems which match the situations and goals; identify and develop appropriate resources; select the appropriate teaching/learning strategy; determine the appropriate assessment procedures.

Issues raised in the investigation are 'flagged' as requiring even further consideration include problem identification and development, techniques for student assessment, development of students' skills in self directed learning, and the role of the teacher.

TD/VIC 14.56

Greenblat E; Segal L
Research project on the participation of persons of non-English speaking background in the TAFE system. Melbourne: Nicholas Clark and Associates, 1986, 34p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Enrolment; Ethnic origins; Non English speaking; Research reports; TAFE students

Minor Descriptors: Questioning techniques

Abstract: This report details the findings from a pilot survey of eight urban and rural TAFE colleges who collected information on the ethnic background who collected information on the ethnic background of enrolling students. College reports indicated the necessity for clear and unambiguous questions to be included on enrolment forms. The research recommends four specific questions to be included on enrolment forms used by colleges. These will identify students in the TAFE system who are from a non English speaking background. The report outlines the methodology for the research, its implementation and evaluation.

TD/VIC 14.57

Gordon Technical College
Evaluation of the self paced learning method for apprentices in the Hairdressing department at the Gordon Technical College. Geelong Vic, 1987, 100p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Apprenticeships; Barbers; Cosmetology; Evaluation; Pacing; Teacher attitudes; Teaching methods

Minor Descriptors: Employer attitudes; Questionnaires; Student attitudes

Identifiers: Hairdressing

Abstract: The evaluation sought to establish whether self pacing (19 months after its implementation) is an effective training method, and to ascertain what changes, improvements and modifications are necessary. Questionnaires were administered to students, employers and facilitators. The questionnaires sought information and comments about teaching method, attitudes, motivation, communication, individual needs, group work, facilitator/student relationships etc. The findings show that the self paced learning method is rated highly by students, employers and facilitators. The report concentrates on the findings and recommendations of the facilitators (teachers).

TD/VIC 14.58

Burns I; Stubbs N; Leavesley J
Computer based training: case studies. Canberra: National Training Council, 1987, 28p. ISBN 0642101906.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Case studies; Computer assisted teaching; Computer managed teaching; Public agencies; Training methods

Identifiers: IDACH

Abstract: This monograph reports on one aspect of a national study of computer based training in Australia, conducted by IDACH in 1985-86.

It provides an outline of various organisations experience in investigating or implementing computer based training, and includes public and private sector organisations, located in a number of states and New Zealand.

Overall, the organisations views on CBT were positive with considerable advantages being seen although a number of cautionary points were made.

TD/VIC 14.59

Burns I; Leavesley J; Stubbs N
Computer based training: executive summary: a review of computer based training in Australia. Canberra: National Training Council (Australia), 1987, 16p.
ISBN 0642101957.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Computer assisted teaching; Computer managed teaching; Program effectiveness; Training methods

Identifiers: IDACH

Abstract: The National Training Council commissioned IDACH to examine the application of computer technology to the design, delivery and management of training in Australia.

This monograph reports, in summary form, on the project (which concentrated on the teaching ability of computers, as against the management of training). The study comprised three national surveys, a literature review, and a dozen case studies. Essentially the study concluded that CBT is a viable training strategy which should be at least considered by most Australian organisations.

TD/VIC 14.60

Meiri Y
Planning and development of participation and equity programs: Outer Eastern College of TAFE. Melbourne: Victoria. TAFE Board, 1985, 36p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Educational planning; Prevocational education; TAFE colleges; Unemployment; Youth programs

Minor Descriptors: Data collection; Program development

Identifiers: Participation and Equity Program

Abstract: The purpose for this paper was to develop a data base for the newly established Outer Eastern College of TAFE which provides an understanding of the extent and nature of unemployed youth within the Outer Eastern Region, to which the college may respond. Data was collated from interviews with local government officials Commonwealth Employment Service officers, youth workers and data from the Australian Bureau of Census and Statistics. The findings show the rate of unemployed youth compared to the total unemployed population in the region. It also indicates the type of employment youth have difficulty in obtaining. The paper also includes recommendations on types of Participation and Equity Programs to be established in the region.

TD/VIC 14.61

Wangaratta College of TAFE
Preparatory courses for young women in trade and technical studies: final report. Wangaratta Vic, 1986, 43p.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Educational alternatives; Prevocational education; TAFE; Trade courses; Womens education

Minor Descriptors: Apprenticeships; Course descriptions; Program evaluation

Abstract: Report of the women in trade preparatory course run at the Wangaratta College of TAFE. Outlines the course objectives, staffing uses, recruitment criteria, eligibility requirements of entrance and course outcomes.

TD/VIC 14.62

Penning D
English for hospitality: assessment of current requirements and syllabus development. Frankston Vic: Frankston College of TAFE. Migrant English Department, 1986, various pp.

Format: Mfiche

Availability: VIC TAFE Clearinghouse

Price: Free

Major Descriptors: Cooks; Course descriptions; English for special purposes; Food service; Scripts

Minor Descriptors: Course evaluation; Curriculum development; English (Second language); Non print media; Videotape recordings

Identifiers: Waiters

Abstract: The author received a designated grant to investigate current course requirements of English for Hospitality. An evaluation of existing materials, syllabus developments and materials for a limited pilot course were also included in the investigation.

Consultations with TAFE hospitality and ESL teachers, students and industry were conducted. From the information received a suggested syllabus and lesson outlines were prepared and existing materials adapted to current requirements.

Appendix 2 is a video cassette 'English for Hospitality Selected Sequences Chefs and Waiters'.

A request form accompanies the report.

TD/VIC 14.63

TAFE Educational Services Co-ordinators Association
Victorian TAFE papers no. 6. Hawthorn Vic: Hawthorn Institute of Education, 1987, 62p.

Format: Hard Copy

Availability: Hawthorn Institute of Education, Att: Peter Skilbeck

Price: $4.00 (Individuals); $6.00 (Institutions)

Major Descriptors: Distance education; Extension education; Periodicals; Students; TAFE

Minor Descriptors: Administrator selection; College school cooperation; Community education; Information networks; Learning; Staff development; Teaching methods

Identifiers: Open learning

Abstract: This issue covers the following topics: TAFE's future, integration of theory and practise in teaching; Open Learning; TAFENET; problem based learning; student profile study; work skill Australia; administrator selection; industrial placement; working in groups; the Victorian Certificate of Education; community education.

WESTERN AUSTRALIA

TD/WA 14.1

Western Australia. Technical Education Div. Aboriginal Access
Meeting procedures (WAAECG) Perth, 28 April 1986: course report. Perth, 1986, 13p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Group dynamics; Meetings; Organisational communication

Minor Descriptors: Verbal communication

Identifiers: West Australian Aboriginal Education Consultative Group

Abstract: As a result of contact between TAFE Aboriginal Access and the West Australian Aboriginal Education Consultative Group a decision was made to offer a course to improve communication and meeting procedures to members of the WAAECG, in a step towards offering courses to communities. The course was planned to help facilitate decision making within the group, provide a standard format for meetings, and give members the skills to contribute effectively. Specifically, the one day seminar aimed to show a clear and practical understanding of what meetings are for, how organizations work and the most important elements of meeting procedures. Although the time was very limited, the seminar was considered a success. However, it was recommended that future seminars either cover fewer topics, or are spread over two or three days.

TD/WA 14.2

Western Australia. Technical Education Div. Aboriginal Access
Slaughtering gun handling, Wyndham 16 - 17 June 1986: course report. Perth, 1986, 12p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Job skills; Meat

Minor Descriptors: Agribusiness

Identifiers: Butchering

Abstract: This course was run to try and equip some of the unemployed Aborigines of Wyndham with the skills of gun handling and slaughtering for the pet meat industry. Six students attended the two day course, the long term aim of which was self employment in the pet meat business. Donkeys were shot and the carcasses skinned and boned by the students, thus giving them practical experience. The instructor considered that the participants had acquired the skills necessary to supply a pet meat outlet with donkey meat for distribution.

TD/WA 14.3

Western Australia. Technical Education Div. Aboriginal Access
Landscaping and playground construction report: course report. Perth, 1986, 7p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Job skills; Landscaping; Playgroups

Minor Descriptors: Site development

Abstract: This landscaping and playgroup construction course was conducted at the Aboriginal Kulunga Pre-School Centre at the request of the Kulunga committee. The objectives were to provide training in landscaping for young unemployed Aborigines; to develop some community enthusiasm; and to provide playground facilities for the Aboriginal pre-school children. Eight students attended the three week course, at the end of which time, some of the trainees had acquired standards high enough to gain employment in the landscaping area.

TD/WA 14.4

Western Australia. Technical Education Div. Aboriginal Access
Community awareness course: special TAFE course for Aborigines, Gnowangerup Sporting Complex. Perth, 1986, 10p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Adult basic education; Literacy education; Numeracy

Minor Descriptors: Daily living skills

Abstract: This course was run as a result of a community request as a follow up to a four week Life Management Skills Course. The aims and objectives of the six week course were to consolidate literacy skills, enhance self confidence, and upgrade the proficiency of numeracy relevant to everyday situations. The course was considered a success by both the students and the instructor, although the instructor recommended that any future course should be of a longer duration.

TD/WA 14.5

Western Australia. Technical Education Div. Aboriginal Access
Building maintenance, Lombadina (Djarindjin Community): course report. Perth, 1986, 8p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Buildings; Maintenance

Minor Descriptors: Facility improvement; Repair

Abstract: This course was run as a follow up to a similar course held in 1981. Since that time, the Aboriginal people of Lombadina have been moved into newly built modern houses. With this change in their living conditions, the community has experienced the need for maintenance and repairs to their homes. For this reason, this course was run to train the Aboriginal men of the community to carry out some of these tasks. The course was divided into three sections covering building, plumbing and joinery maintenance. Sixteen students attended the twelve week, 40 hours per week course. By the end of the course the students had achieved a good standard of work, and the course was considered a success by all concerned.

TD/WA 14.6

Western Australia. Technical Education Div. Aboriginal Access
Building skills course 11 August - 10 October 1986, Beagle Bay Community: course report. Perth, 1986, 6p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Building trades; Courses; TAFE

Abstract: The Beagle Bay Community is an isolated Aboriginal Community, north of Broome. Since 1975 a large number of new houses have been built by the Department of Housing and Construction, involving community labour. With the possibility of future houses to be built, the Community approached TAFE Aboriginal Access to conduct a building course. The course was conducted over a period of 8 weeks, 8 hours a day and was attended by six students. It involved the construction of a carpentry workshop, and was considered a success, as the level of work achieved was of a good standard.

TD/WA 14.7

Western Australia. Technical Education Div. Aboriginal Access
Emu leather tanning, Wiluna, January - June 1986: course report. Perth, 1986, (15)p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Agribusiness; Agricultural skills

Identifiers: Emus; Leatherwork; Tanning

Abstract: The Emu Farm at Wiluna has been operating for ten years. Until the latter half of 1985 no appreciable profits had been made, and most of the saleable items consisted of carved or painted emu eggs and traditional Aboriginal artifacts. In mid 1985 the Community decided to supply emu hides for leather making and processing, the tanning of the hides, and the making of leather items being undertaken by outside contractors. However, to promote self esteem, create employment possibilities for Community members and to enhance profit making possibilities, the Community approach TAFE Aboriginal Access to assist with organizing a tanning course at the Farm. A one week course was run in October 1985 to teach basic tanning methods. This short course, using very primitive methods, was an outstanding success and demonstrated the potential of Emu Farm. It was decided that a longer series of courses should be held to perfect tanning methods and allow 'hands on' experience for the Farm employees who would constitute the future workforce. A programme, held between January and June 1986, was considered a great success by all concerned. The course covered slaughtering; skinning and salting; pretanning; tanning; dyeing; drying; finishing and manufacture.

TD/WA 14.8

Western Australia. Technical Education Div. Aboriginal Access
Pastoral skills, Coonana, August - December 1986: course report. Perth, 1986, (55)p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Agriculture skills; Farm management

Minor Descriptors: Animal husbandry

Abstract: Coonana Aboriginal Community has a total population of 329 Aboriginal people and is located 180 kilometres east of Kalgoorlie. Coonana is a new location for the people, who moved from Cundeelee in early 1986. The Community wanted to run a small herd of cattle for community consumption. They approached TAFE Aboriginal Access and the Department of Employment and Industrial Relations, Aboriginal Employment and Training Branch to provide a course in pastoral skills and management. The aims of the course were to train community members to manage and operate a 'killer' herd on the pastoral holding. Initially the course was scheduled to run from the beginning of August 1986 until the end of February 1987, but due to unforeseen problems was cancelled at the end of November 1986. Despite this, the students who attended regularly benefitted by acquiring new skills and by the enhancement of skills they already had.

TD/WA 14.9

Unwin B
Educational requirements of the WA fishing industry: a preliminary study. Perth: Western Australia. Technical Extension Service, 1985, 15p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Educational needs; Fisheries; Questionnaires

Minor Descriptors: Vocational education

Abstract: This report provides preliminary data on the educational requirements of the operational personnel engaged in WA fishing industry. The study was commenced by the WA TAFE Maritime Studies in June 1984 and concluded in October 1985. The main aims of this study were to collect and analyse data in order to give some estimate of the short term educational needs of this industry. Prior to this survey, the only data available was anecdotal, based on the personal knowledge of TAFE lecturers involved in the industry. Computer searches in June 1984 revealed that no previous studies of this nature had been undertaken in Australia. Following this, the Curriculum and Research Department of WA TAFE agreed to partially fund a study to be carried out while maritime studies teaching was being completed at various outports within Western Australia. Ports between Derby and Esperance were covered by this method. A copy of the questionnaire used, is included.

TD/WA 14.10

Murray W
Report on try a trade days, Leederville College of TAFE. Western Australia. TAFE Women's Interests Section, 1987, 15,(39)p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Career choice; Females; Nontraditional occupations; Trade courses

Minor Descriptors: Questionnaires

Abstract: In November 1986 Try a Trade Days were held at Leederville College of TAFE. The days were for Year 9 and 10 female high school students invited from 28 State Government High Schools. The workshops were organised by TAFE Women's Interest Unit and funded by the Division of Industrial Training. The Try a Trade days were intended to provide the girls with an insight into non traditional trade areas. The workshops were a practical hands on experience for the girls, to give them a feel for the trade. As part of the day female apprentices in relevant trades were invited to join in and stay for lunch. They acted as role models for the young women as well as providing insights into their experiences. Evaluation sheets were given to students, lecturers, school staff and parents. Copies of these sheets are included in this report, as well as a summary of the results. A list of recommendations is also included.

TD/WA 14.11

Nightingill R M (ed); Coatney V (ed)
Item banking and WA TAFE. Perth: Western Australia. Technical and Further Education. Curriculum Research and Development, 1986, 68p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Item banks; TAFE; Test items

Abstract: This report looks at the implications for TAFE in Western Australia of item banking. It is organised into three sections. The first section provides an overview of item banking and discusses what an item bank is; the characteristics of item banks and their relationship to curriculum development and revision. In section two the report considers the implications of item banks with particular regard to WA TAFE. Section three offers some suggestions for consideration about possible directions in item banking for TAFE and a summary of item banking, showing the advantages and disadvantages. A bibliography is included.

TD/WA 14.12

Henderson J C
College evaluation: a discussion paper. Perth: Western Australia. Technical Education Div, 1987, 64p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Accountability; Evaluation; Performance; Self evaluation (groups); TAFE colleges

Minor Descriptors: Evaluation criteria

Abstract: The purpose of this paper is to put forward a comprehensive college evaluation model for discussion and comment across the division and on the basis of discussion and feedback to review and/or define the proposed model. The paper identifies the reason for supporting a comprehensive approach to college evaluation and proposes an integrated three component model of evaluation. The three essential components proposed are, College self evaluation, to be completed annually as part of the college planning process; performance indicators, to be completed annually for inclusion in the Division's Annual Report; and educational audit, which is primarily to confirm the validity and reliability of both self evaluation and performance indicators, but will also have an advisory role and a responsibility to identify system wide concerns. The college evaluation model presented in this paper, is designed to meet those expressed or implicit requirements of corporate planning in TAFE, WA, and to accommodate the management concerns identified by the TAFE Directorate and the TAFE College Working Party.

TD/WA 14.13

Hartzell R E
The role of TES Coordinators and the Open University transformers: a staff development discussion paper for the educational development department. Perth: Western Australia. Technical Extension Service, 1985, 7p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (TES monograph series n.3)

Major Descriptors: Coordinators; Distance education; Editing; External study programs; TAFE teachers; Tutoring

Abstract: This discussion paper describes the role of the Open University's Transformers, ie the professional communicators who mediate between subject experts and readers. It then goes on to draw comparisons between the roles of the Open University Transformers and Technical Extension Service Coordinators. As both institutions are concerned with external students, they must depend upon the effectiveness of their texts and lesson materials. Moreover, both institutions prepare printed matter for readers who can seldom ask immediate questions about what they may not understand. The purpose of this discussion paper is to encourage Technical Extension Service Coordinators to examine what they do and how they do it.

TD/WA 14.14

Innes R J
Review of the Technical education Division examination system. Perth: Western Australia. Technical Education Div, 1986, 62p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Academic records; Educational testing; Student assessment; TAFE

Minor Descriptors: Testing programs; Tests

Abstract: This review of the Technical Education Division's examination system was undertaken because the system was seen to have very severe problems. The large number of Divisional examinations, combined with a wide geographical spread of a large number of students, and compounded with extremely critical time scales for the whole process, has created a situation in which the examination system is under a great deal of pressure. Without a major change in the Division's approach to examinations volume increases are inevitable, especially with the new courses and subjects being continually created. A total of 41 recommendations are made to help rectify the situation.

TD/WA 14.15

Hartzell R
Unit journal. Perth: Western Australia. Technical Extension Service, 1985, 15p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (TES monograph series n.4)

Major Descriptors: Annotated bibliographies; Distance education; Educational technology; Literature reviews; TAFE

Abstract: This unit journal discusses articles selected for reasons of their insight into the subject of educational technology, especially as it relates to distance education. Seven articles are discussed and the author gives his reason for selecting the article, the main points of the article and then the relevance of the article to distance education in the context of Technical Extension Service.

TD/WA 14.16

Hartzell R E
Student support systems. Perth: Western Australia. Technical Extension Service, 1985, 25p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (TES monograph series n.5)

Major Descriptors: Adult education; Distance education; Rural students; Student welfare services; TAFE

Minor Descriptors: Counselling services; Outreach programs

Abstract: The aims of this discussion paper are to describe the problems encountered by adults engaged in distance learning; describe ways by which student support systems can over come these problems; explore the scope and significance of counselling services and outline the possibilities of telecommunications as a means of enhancing student support in distance education. The author explores the possibilities of the various support systems and tries to provide practical guidelines for their implementation. An annotated bibliography is included.

TD/WA 14.17

Hartzell R E
Distance education theories and TES. Perth: Western Australia. Technical Extension Service, 1986, (19)p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (TES monograph series n.2)

Major Descriptors: Distance education; Education theories; Questionnaires; TAFE

Identifiers: Daniel J; Moore M; Peters O; Steward D; Wedemeyer C

Abstract: The purpose of this paper is to determine to what extent the Technical Extension Service (TES) of Western Australia follows current thinking on the nature of distance education. To do this, the theories of Charles Wedemeyer, Michael Moore, Otto Peters, John Daniel and David Stewart are described briefly, and the position of TES in relation to each concept considered. A questionnaire was distributed to forty teaching staff and both the results and the questionnaire are included in this report. There is also a list of recommendations, as well as a bibliography included.

TD/WA 14.18

Nabben T (ed); Coatney V (ed)
A report on standard exemptions in TAFE, WA. Perth: Western Australia. Technical Education Div, 1986, (62)p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Admission criteria; Credits; Prior learning; TAFE; TAFE students; Transfer policy; Transfer students

Minor Descriptors: Transfer programs

Abstract: This report investigates the present system of granting exemptions to TAFE students in Western Australia. It also reports on the procedures and philosophy of TAFE in other states of Australia and other post secondary institutions in Western Australia. The report considers the possibility of giving exemptions on the basis of experiential learning; the possibility of establishing a history file on exemptions decisions; students awareness of exemptions and the need to determine what sort of information should be given to them; and the adequacy of the present system of exemptions. It goes on to make recommendations to improve the existing procedures. A list of individuals and organisations contacted is included, as well as a bibliography.

TD/WA 14.19

Hodgkins R (ed); Coatney V (ed)
Research methodologies for curriculum research and development. Perth: Western Australia. Technical Education Div, 1986, 37p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Curriculum development; Curriculum research; Data collection; Delphi technique; Questionnaires; Research methodologies; TAFE

Identifiers: DACUM; Nominal Group Technique; Search conferences

Abstract: The purpose of this document is to give the intending researcher an overview of curriculum planning methods which are applicable to Curriculum Research and Development. Advantages and disadvantages of each method and references for further reading are provided. References may be consulted to develop a deeper knowledge of the chosen research method. The methods examined include Search Conference; questionnaire technique; Delphi technique; DACUM (developing a curriculum); job analysis; nominal group technique.

TD/WA 14.20

Davenport P R: Nicholson R E
Graduate outcomes survey 1986-87. Perth: Western Australia. TAFE Counselling Service, 1987, 39p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Series: (Technical report n.1 of 1987)

Major Descriptors: Graduate surveys; Questionnaires; Relevance (education); TAFE students

Minor Descriptors: Career path followup; Data collection

Abstract: This is a report of the survey conducted by the TAFE Counselling Service of Western Australia, into the destination of 1985 TAFE Certificate and Diploma graduates. In this study 'TAFE' refers to the 16 colleges of TAFE and the 90 TAFE schools and centres. The survey looked at five main areas, which were: the background of TAFE graduates with reference to sex, age and prior level of education; the pattern and type of employment (if any) before, during and since completion of the TAFE course studied; the reason for enrolling in the course, the mode of study and whether or not the aims of the graduates were met; the perceived extent to which the TAFE qualifications have been recognised by employers, and the relevance of course content to the workplace; other postsecondary study attempted before the TAFE course, study being undertaken and reasons for this study.

TD/WA 14.21

Brooks S G
A microcomputer based interactive question answer procedure with student and item analysis. Perth: Western Australian Institute of Technology. Div of Arts, Education and Social Sciences, 1986, 40p., Quiz system disc. Thesis submitted as partial fulfilment for the degree or master of Education.

Format: Interlib

Availability: WA TAFE Clearinghouse

Major Descriptors: Computer assisted testing; Computer programs; TAFE teachers; Test construction; Tests

Minor Descriptors: Computer storage devices

Abstract: The QUIZ package is a microcomputer based procedure for creating and administering interactive self assessment quizzes and formal objective tests, with provision for evaluation of item and test quality. Most teachers in vocational oriented subjects spend part of their time creating or administering revision quizzes or tests. Each time such quizzes are administered they must be obtained, reproduced, presented to students, marked and analysed. Then the quiz papers (or questions) have to be stored so that they can be retrieved and used at some later time. Quizzes stored and used in this way can be readministered, but it is not likely that changes will have been made to the items because of the administrative problems of reviewing and retyping. Completion of a pencil and paper quiz is not generally regarded by students as a pleasurable activity and marking after a test provides little opportunity for a student to consider the nature of specific incorrect responses. This QUIZ package is a suite of four programs which enable a teacher to prepare quizzes or tests so that they can be administered, marked and analysed with the aid of a microcomputer. With slight modification the same quizzes can be presented as interactive drill and practice question and answer routines. A QUIZ System disc is included in a pocket in the back of the book.

TD/WA 14.22

Western Australia. Technical Education Div. Aboriginal Access
TAFE Aboriginal Access course 1986 reports. Perth, 1987, 62p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Aboriginal education; Aboriginal students; Adult literacy; Communication skills; Numeracy

Minor Descriptors: Daily living skills; Individual development

Abstract: This document combines reports from the eight colleges of TAFE involved in TAFE Aboriginal Access courses. Each college reports on the activities carried out during the year and makes recommendations and suggestions for improving and consolidating the courses offered. The Aboriginal Access Course was conducted over 36 weeks, for between 23 and 26 hours per week. The majority of the instructional time was devoted to the core subjects of English and mathematics. However, students were able to choose from a range of other subjects to develop their social, vocational, craft and personal development skills.

TD/WA 14.23

Doherty J; Melrose O
Graduate destination survey, 2nd semester, 1986: Advanced English Language Programme within TAFE (WA). Perth: Western

Australia. TAFE Counselling Service, 1987, 34p.

Format: Hard Copy; Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: English for special purposes; English (second language); Graduate surveys; Migrant adult education; TAFE students

Minor Descriptors: Questionnaires

Abstract: A graduate destination survey of all students enrolled in Advanced English Language Programme (AELP) courses in the second semester 1986 was conducted in March 1987. The survey examined how well programme objectives were being met in terms of how many students were entering further studies, obtaining jobs and/or obtaining recognition of overseas qualifications. Two hundred and twenty six students were enrolled in Migrant Access to Education (MAE) and Job Oriented Migrant English (JOME) classes. JOME courses were conducted in electrical trades, computing, welding, automotive mechanics, civil engineering, waiting, commercial/clerical studies and writing for employment. A response rate of seventy per cent was achieved and the results showed that 75 per cent of those who responded were either studying or working at the time of the survey.

TD/WA 14.24

Farrow S
TAFE and the needs of people with disabilities in Western Australia. Perth: Western Australia. Technical and Further Education. Curriculum Research and Development, 1986, 195p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Adult students; Disabilities; Questionnaires; Surveys; TAFE; TAFE students

Abstract: The aim of this research was to determine TAFE's provisions for students with disabilities in the areas of further education and training; and to determine the further education and training needs of adults with disabilities in relation to TAFE. Surveys by mail and telephone were used to collect the information from disabled students of TAFE colleges, schools and centres, Government and non Government organisations representing people with disabilities, and some individuals with disabilities themselves. Copies of these questionnaires as well as a list of organisations used, is included. Also included is a list of 27 recommendations, conclusions, and a bibliography.

TD/WA 14.25

Farrow S
TAFE and the needs of people with disabilities in Western Australia; executive summary. Perth: Western Australia. Technical and Further Education. Curriculum Research and Development, 1986, 14p.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Adult students; Disabilities; Surveys; TAFE; TAFE students

Abstract: This is a summary of a report (see TD/WA 14.24) detailing research to determine TAFE's provisions for students with disabilities, and the further education and training needs of adults with disabilities in relation to TAFE. This summary outlines the aims; methods used; background information; and the results of the surveys of TAFE students with disabilities, Government and non Government organisations involved with disabled people and the individuals with disabilities surveyed by phone.

TD/WA 14.26

Stretton B
Language and literacy in the workplace. Perth: Western Australia. TAFE Adult Migrant Education Services, 1987, 2v.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: English (Second language); Limited English speaking; Migrant workers; Multilingualism; Questionnaires

Minor Descriptors: Second language learning; Second language teaching

Abstract: This report details the nature and extent of the language needs of non English speaking (NES) background workers in the workplace. It arose from concern over studies which indicated that many NES workers were experiencing problems in communication and access to information. The report is in two volumes. Volume one deals with NES background workers employed in State Government Departments or Instrumentalities. It presents the findings of the language and literacy survey of these workers; a summary of interviews conducted with their Government employers and a summary of the findings of unions which have NES members. It also has a summary of issues highlighted in the report; outlines the methodology used; and provides workplace profiles. Volume two deals with NES private sector employees. Findings of employee and employer interviews are presented, as well as workplace profiles and a summary of issues highlighted in the report. Also included is a copy of the questionnaire used.

TD/WA 14.27

Wright G L
The impact of technological change in surveying and cartography with particular emphasis on post secondary education. Perth: Curtin University of Technology, 1987, 24p. Unpublished project submitted in partial fulfilment of a Graduate Diploma in Education.

Format: Mfiche

Availability: WA TAFE Clearinghouse

Price: Free

Major Descriptors: Cartography; Postsecondary education; Technological change

Identifiers: Surveying

Abstract: This paper examines the impact of technological change in cartography and surveying. The author discusses the changes that have taken place in the last ten years; the impact on the composition of the workforce; the present forms of training; and the changes necessary in education as a result of technological change.

CURRICULUM MATERIALS

To meet the growing demand for information on curriculum documents, it was decided to include on a trial basis a separate section dedicated to this material.

This section is not indexed in this publication, nor is the information included in the Australian Education Index; as it is intended to provide a simple listing, for information only. Access to the documents may be arranged through the Clearinghouse Officer in the State of document origin.

CURRICULUM MATERIALS

SA TAFE Clearinghouse

Associate Diploma in Geoscience	Stream 3500
Associate Diploma in Health Surveying	Stream 3500
Associate Diploma in Hotel & Catering Management	Stream 3500
Associate Diploma in Survey Drafting	Stream 3500
Associate Diploma in Surveying	Stream 3500
Certificate in Brake Mechanics	Stream 3212
Certificate in Geoscience (Field Assistant)	Stream 3222
Certificate in Heavy Vehicle Mechanics (Earthmoving and Industrial Plant)	Stream 3212
Certificate in Heavy Vehicle Mechanics (Road Transport)	Stream 3212
Certificate in Introductory Timber Technology	Stream 3100
Certificate in Timber Technology	Stream 3222

National TAFE Clearinghouse

Title: Australian Public Service Office Traineeship Training Package. Induction Guidelines for Traineeship Co-ordinators.

Format: 16l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Note: The **Australian Traineeship System** provides a new form of training for entry into the workforce, complementary to further education and apprenticeships. Trainees undertake a 12 month program of planned, structured training, combining training on-the-job with at least 13 weeks (in total) of complementary off-the-job training at TAFE Colleges or other approved training institutions. Trainees receive a certificate at the end of their training.

Title: Australian Public Service Office Traineeship. Instructional objectives.

Format: 91l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Australian Public Service Office Traineeship Training Package. Supervisor's Handbook.

Format: 25l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Australian Public Service Office Traineeships. Toolbox.

Format: 2 Volumes. Ringbinder (loose leaf, various pp.) ISBN 7240 8147 X.

Publisher: Produced by Australia. Dept of Employment and Industrial Relations for the Australian Traineeship System. This document was prepared by the NSW Dept of TAFE. Div of Educational Resources in conjunction with Bruce College of TAFE, Canberra.

Availability: National TAFE Clearinghouse - Inter-library loan; see also TD/NSW 14.12.

Title: Australian Public Service Office Traineeship Training Package. Training Plan.

Format: 146l.

Publisher: Australian Traineeship System, 1986.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Australian Public Service Office Traineeship Training Package. Training Record Book.

Format: 82l.

Publisher: Public Service Board. Australian Traineeship System, 1986.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Banking Traineeship Training Package. Teaching Strategies.

Format: 145l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Banking Traineeship Training Package. Training Record Book.

Format: 27l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Credit Union/Building Society Office Traineeship.

Format: [60]l.

Publisher: Prepared by the SA Department of TAFE in conjunction with Industry Representatives for the Australian Traineeship System, 1987.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Credit Union/Building Office Traineeship. Training Record.

Format: 54l.

Publisher: SA Dept of TAFE for the Australian Traineeship System, 1987.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Gardening Assistant (ACT). Training Package. Supervisor's Handbook.

Format: 20l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Insurance Traineeship Training Package. Training Plan.

Format: 48l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: National Rural (General Agriculture) Traineeship Training Package. Training Plan.

Format: 102l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: National Rural (General Agriculture) Traineeship Training Package. Training Record Book.

Format: 79l.

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Occupational Health and Safety for Traineeships.

Format: Ringbinder. Modular (loose leaf various pp.)

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Retail Traineeship Training Package. Workbook.

Format: Ringbinder. Modular (14 Sections) [330p.] (loose leaf).

Publisher: Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Telecommunications Installer Traineeship. Resource Package.

Format: 5 Volumes (in 6 Ringbinders) (loose leaf, various pp.)

Publisher: Prepared by: ACTAID for the Dept of Employment and Industrial Relations. Australian Traineeship System, in consultation with TAFE systems nationally and industry.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Textile, Clothing and Footwear Traineeship Training Package. Training Record Book.

Format: 84l.

Publisher: Australia. Dept of Employment and Industrial Relations. Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

Title: Textile, Clothing and Footwear Traineeship Training Package. Training Plan.

Format: 130l.

Publisher: Produced by: Australia. Dept of Employment and Industrial Relations in consultation with the Australian Textile Clothing Footwear Industry Training Council. Australian Traineeship System.

Availability: National TAFE Clearinghouse - Inter-library loan.

TITLE INDEX

Access and provision for people with disabilities at Woden TAFE College — TD/ACT 14.1
Action research: the match between students and textbooks — TD/VIC 14.7
Action research: why can't students write logically organized, fully developed, clearly expressed, technically correct scientific prose? — TD/VIC 14.6
Adult education for Aborigines: the 1983 national conference on technical and further education for Aborigines and Torres Strait Islanders — TD/NT 14.2
The Adult Literacy Access Studies Programme; a 1986 review — TD/SA 14.13
The Adult Training Programme - a pilot evaluation — TD/SA 14.9
The AMES - TAFE interface: a report to the AMES/TAFE Interface Committee 1986 — TD/VIC 14.34
Apprentice failure rates at the Darwin Institute of Technology: report and recommendations — TD/NT 14.13
Apprentice recruitments and some policy aspects concerning apprentice training in the Northern Territory: a report on the short to medium term (1985-1987) apprentice recruitment forecasts including an analysis of some related policy issues — TD/NT 14.12
Attrition of part-time certificate students — TD/TNC 14.8
The "Aussie Barbie'; interactive videodisc — TD/SA 14.15
Australian experiences in providing training and re-training to adults who seek employment and re-employment in the wake of rapid technological development, taking into full account all aspects of general education — TD/TNC 14.22
Australian Journal of TAFE Research and Development volume 2, number 2, 1987 — TD/TNC 14.16
Australian practices in crediting the previous training and experiences of mature-aged students in formal TAFE courses — TD/TNC 14.7
Australian Public Service Office traineeships toolbox — TD/NSW 14.12
Australian Traineeship System core curriculum; annotated bibliography — TD/VIC 14.50
Automotive electrician; national core curriculum project — TD/SA 14.8

Basic education: a growth business — TD/NSW 14.31
Blackburn, Kirby, Hudson: parts 1 and 2 — TD/VIC 14.32
Boilers in metal fabrication — TD/TAS 14.2
Bowen College of Technical and Further Education: a brief . . . — TD/QLD 14.22
Building maintenance, Lombadina (Djarindjin Community): course report — TD/WA 14.5
Building skills course 11 August - 10 October 1986, Beagle Bay Community: course report — TD/WA 14.6
Bundaberg College of Technical and Further Education Fishing and Marine Centre: architectural/educational brief — TD/QLD 14.26

Capital planning in the New South Wales Department of Technical and Further Education — TD/NSW 14.7
Certificate of Vocational Studies — TD/VIC 14.52
Changing systems: women, work and TAFE — TD/TNC 14.23
Characteristics of students enrolled in New Opportunities for Women (NOW) courses — TD/SA 14.5
College development, learning from the PEP experience — TD/NSW 14.37
College evaluation: a discussion paper — TD/WA 14.12
Commercial floristy in country areas of NSW - a pilot study — TD/NSW 14.4
Community awareness course: special TAFE course for Aborigines, Gnowangerup Sporting Complex — TD/WA 14.4
Community involvement with the New South Wales Department of Technical and Further Education — TD/NSW 14.23
Community learning: the outcomes report — TD/VIC 14.2
Computer assisted learning in basic adult education — TD/TNC 14.2
Computer based training: case studies — TD/VIC 14.58
Computer based training: executive summary: a review of computer based training in Australia — TD/VIC 14.59
The continuing education needs of academic staff: full-time TAFE lecturers — TD/TNC 14.13
The continuing education needs of academic staff: full-time TAFE lecturers. Summary report — TD/TNC;14.20
The continuing education needs of academic staff: senior college staff in TAFE — TD/TNC 14.28
Co-operative programs between TAFE and schools: approaches — TD/TNC 14.5
Co-operative programs between TAFE and schools: new ways, new challenges — TD/TNC 14.4
Cross-sectoral transfer from TAFE to higher education — TD/TNC 14.1
Cumulated listing of 1986 Bachelor of Education theses — TD/NSW 14.35

Cumulated listing of 1986 NSW Department of TAFE Project Fellowship Reports — TD/NSW 14.27
Current developments in the United Kingdom Youth Training Scheme — TD/NSW 14.16
A curriculum outline for teaching Australian Sign Language (AUSLAN) as a second language — TD/TNC 14.17
Curriculum quality control in TAFE — TD/NSW 14.5

DACUM (Developing a curriculum) — TD/TNC 14.10
The delivery of TAFE services to people in remote areas; a case study with generalisations — TD/TNC 14.3
Demand for tertiary education in the Northern Territory — TD/NT 14.17
Destinations of students completing TAFE preparatory courses: a study of selected Stream 2000 courses — TD/QLD 14.11
Development of educational software exchange standards. Report on CP56 — TD/TNC 14.29
The development of Katherine Rural College's role in serving the needs of the Northern Territory — TD/NT 14.6
Director-General's seminar on "TAFE Student Services" Friday, 19th June 1987 — TD/NSW 14.28
Disease: a computer based data bank for use in teaching plant protection — TD/TAS 14.7
Distance education theories and TES — TD/WA 14.17
DTAFE business enterprises; a discussion paper — TD/SA 14.12

Educational accountability and the need for comprehensive evaluation in TAFE — TD/TNC 14.6
Educational requirements of the WA fishing industry: a preliminary study — TD/WA 14.9
Education and training for mature age people: a study in the northern TAFE region — TD/VIC 14.33
Emu leather tanning, Wiluna, January - June 1986: course report — TD/WA 14.7
English for hospitality: assessment of current requirements and syllabus development — TD/VIC 14.62
Enhancing the vocational preparation of youth in the Northern Territory — TD/NT 14.9
Equal employment opportunity management plan; 5th annual report year ended 30th June, 1986 — TD/NSW 14.11
Evaluation and validation of TAFE programs: collected documents — TD/VIC 14.39
Evaluation and validation of the Hairdressing Technician Certificate in Victoria — TD/VIC 14.25
Evaluation of CN099 Dental Prosthetic Technology course: interim report — TD/QLD 14.34
An evaluation of college-based assessment policies — TD/QLD 14.6
The evaluation of college devised assessment instruments used by Queensland TAFE Colleges (C-BAS report) 1983, including first and second semester assessment, Curriculum Branch evaluation, peer evaluation — TD/QLD 14.7
The evaluation of college devised assessment instruments used by Queensland TAFE Colleges (C-BAS report) 1984, including first and second semester assessment, Curriculum Branch evaluation, peer evaluation — TD/QLD 14.8
Evaluation of preparatory courses for young women in non-traditional trade and technical careers — TD/VIC 14.48
Evaluation of the accelerated apprenticeship course CN168 Boilermaking, Mackay College of TAFE: final report — TD/QLD 14.15
Evaluation of the accelerated apprenticeship course CN169 Fitting and Fitting (Diesel and Heavy Earthmoving Equipment), Rockhampton College of TAFE: final report — TD/QLD 14.32
Evaluation of the accelerated apprenticeship course CN170 Electrical Fitter and/or Mechanic, Mackay College of TAFE: final report — TD/QLD 14.33
Evaluation of the commercial cookery trade course assessment scheme — TD/NSW 14.8
Evaluation of the computer assisted training pilot for the aircraft trades — TD/VIC 14.54
An evaluation of the Preparatory Course for Young Women (Trade and Technical) — TD/VIC 14.35
Evaluation of the self-paced learning method for apprentices in the Hairdressing Department at the Gordon Technical College — TD/VIC 14.57
An evaluation of the three systems of shorthand taught in TAFE colleges in NSW — TD/NSW 14.18

The facilities, innovations, training techniques and developments of the hospitality industry within the People's Republic of China — TD/NSW 14.21
Family and study: final report of the TAFE child care project — TD/VIC 14.28
The fibreglass reinforced plastics industry in Britain. A view of developments in manufacturing and training — TD/NSW 14.22
Final report of the TAFE working party into industry training needs in occupational health and safety — TD/VIC 14.16
Forecasting trends in the automotive industry using patent data — TD/NSW 14.20
From TAFE to where . . .? A destination survey of TAFE fine art students — TD/NSW 14.1

A general introduction to Australian Sign Language (AUSLAN) — TD/TNC 14.19

Geographically isolated students in labour market programs — TD/NSW 14.9
Gold Coast College of TAFE: stage 2 building complex — TD/QLD 14.25
Graduate destination survey, 2nd semester, 1986: Advanced English Language Programme within TAFE (WA) — TD/WA 14.23
Graduate outcomes survey 1986-87 — TD/WA 14.20
Gympie College of Technical and Further Education: educational brief — TD/QLD 14.24

Halfway there: between Kangan and 2000. Proceedings of the first national conference of the Library Association of Australia - TAFE National Section and TAFE Section Queensland Group — TD/TNC 14.30
Handbook for child careers: health illness and safety — TD/TAS 14.5
Hidden youth unemployment in the western suburbs of Melbourne — TD/VIC 14.31
Home experiment kits - chemistry — TD/SA 14.16

The impact of technological change in surveying and cartography with particular emphasis on post secondary education — TD/WA 14.27
Index to the educational micro-computer software held in Victorian TAFE colleges — TD/VIC 14.26
Influences and issues in managing the changing profile of TAFE 1986-1990 — TD/VIC 14.15
Influences on students' career plans and participation in post-secondary education — TD/NT 14.16
Innisfail College of Technical and Further Education — TD/QLD 14.20
Innovatafe. Vol. 4 No. 1, 1985 — TD/QLD 14.27
Innovatafe. Vol. 4 No. 2, 1985 — TD/QLD 14.28
Innovatafe. Vol. 5 No. 1, 1985 — TD/QLD 14.29
Innovatafe. Vol. 5 No. 2, 1985 — TD/QLD 14.30
Innovatafe. Vol. 6 No. 1, 1986 — TD/QLD 14.31
Inspection in Technical/TAFE colleges, 1905-1985 — TD/QLD 14.14
The instructional systems model in TAFE: background, philosophy and limitations — TD/VIC 14.11
An investigation into the needs for a numerical control and/or computerized numerical control woodmachining course — TD/NSW 14.19
Is a coherent framework for income support in TAFE possible? — TD/NSW 14.29
Item banking and WA TAFE — TD/WA 14.11

Johnstone College of TAFE, Innisfail North Queensland — TD/QLD 14.23
Justification for the development of the Southern Downs College of TAFE, the Johnstone College of TAFE, Stage 1 of the Logan College of TAFE: a report — TD/QLD 14.19
Justification submission for the development of the Bayside College of TAFE: a report . . . — TD/QLD 14.17
Justification submission for the development of the Bowen College of TAFE: a report . . . — TD/QLD 14.18

Katherine Rural Education Centre: a review and recommendations for future development — TD/NT 14.4

Landscaping and playground construction report: course report — TD/WA 14.3
Language and literacy in the workplace — TD/WA 14.26
Learning in later years: a study about older persons learning — TD/VIC 14.53
Learning style performances of technical and further education students and delivery modes in selected teaching programmes: (with some selected University student comparisons) — TD/VIC 14.9
Learning/teaching package on electronics for electrical mechanics — TD/TAS 14.8

Making things work; learning for competence and enterprise — TD/SA 14.10
Manual on occupational analysis — TD/NSW 14.25
Meeting procedures (WAAECG) Perth, 28 April 1986: course report — TD/WA 14.1
A microcomputer based interactive question answer procedure with student and item analysis — TD/WA 14.21
Migrant women, education and TAFE Victoria — TD/VIC 14.22
The most feasible means of implementing a practical placement programme within the proposed secretarial certificate — TD/VIC 14.21
Motor Vehicle Mechanics training programmes — TD/NSW 14.14

National core curriculum: training and education needs of the General Insurance Industry — TD/VIC 14.12
Need is the criterion — TD/TAS 14.1
Needs assessment report: Community College of Central Australia 1982 — TD/NT 14.3
New income support arrangement for students — TD/NSW 14.6
1986 Annual statistical survey: state summaries — TD/QLD 14.9
1986 description of services in TAFE for people with disabilities in each State of Australia — TD/NSW 14.3
1986 Director of TAFE courses for providers of direct care/support services to people with disabilities — TD/NSW 14.2

Northern Territory Department of Education occupational health and safety manual — TD/NT 14.7
Northern Territory post-secondary student statistical profile 1979-1984 — TD/NT 14.1
Northern Territory schools: direction for the eighties — TD/NT 14.11
The Northern Territory submission to the Technical and Further Education Council of the Commonwealth Tertiary Education Commission in respect of the 1985-1987 triennium — TD/NT 14.8

Occupational clusters of the engineering technical workforce: Summary report — TD/TNC 14.21
Occupational English curriculum research project: report on phase I — TD/VIC 14.44
Open learning: some implications for access to education for adults — TD/VIC 14.37

Participation and Equity Program evaluation 1985 — TD/VIC 14.45
Pastoral skills, Coonana, August - December 1986: course report — TD/WA 14.8
People of non-English speaking background in Frankston TAFE area — TD/VIC 14.30
PEP/mainstream staff awareness program — TD/VIC 14.10
Planning and development of participation and equity programs: Outer Eastern College of TAFE — TD/VIC 14.60
Planning review of the school of fashion — TD/NSW 14.13
Plastics technology training: a guide to computers in the plastics industry — TD/TNC 14.24
Plumbing course 32CDA assessment issues — TD/VIC 14.18
The potential for development of CAE and TAFE conjoint programs in library and information studies — TD/TNC 14.26
A preliminary signing dictionary of Australian Sign Language — TD/TNC 14.18
A preliminary survey of the demand for laser technicians in Melbourne — TD/TNC 14.9
Preparatory courses for young women in trade and technical studies: final report — TD/VIC 14.61
Pre-vocational student destinations/outcomes; report on findings from the 1984 prevocational destinations questionnaire — TD/SA 14.3
Problem-based learning in electronics — TD/VIC 14.55
"The problem is getting people to take you seriously': vocational training for women in home-based occupations in Healesville and Upper Yarra Shires — TD/VIC 14.46
A progressive report of Q-NET in Technical and Further Education: report number 1 — TD/QLD 14.2
A progressive report of Q-NET in Technical and Further Education: report number 2 — TD/QLD 14.3
A progressive report of Q-NET in Technical and Further Education: report number 3 — TD/QLD 14.4
A progressive report of Q-NET in Technical and Further Education: report number 4 — TD/QLD 14.5
A progressive report of Q-NET in Technical and Further Education: TAFE Q-NET, the future? — TD/QLD 14.10
A proposal for a Northern Territory Open College of TAFE: draft — TD/NT 14.5
A proposal for the formation of an East Gippsland Community College of TAFE — TD/VIC 14.29
A proposal for the use of AUSSAT in Technical and Further Education — TD/QLD 14.1
Provision of teaching staff in Queensland TAFE Colleges: an overview — TD/QLD 14.12

Recent apprenticeship approval trends in New South Wales — TD/NSW 14.36
Report of Blackburn staffing and industrial relations project — TD/VIC 14.19
A report on community based adult education in the Loddon-Mallee TAFE region 1985 — TD/VIC 14.38
A report on standard exemptions in TAFE, WA — TD/WA 14.18
Report on the establishment of a national strategy for plant operator training in local government: a study undertaken for the National Local Government Training Committee — TD/ACT 14.2
Report on the rural women's program VCAH-McMillan May to October 1985 — TD/VIC 14.42
A report on the training needs in horticultural therapy in Victoria — TD/VIC 14.43
Report on try a trade days, Leederville College of TAFE — TD/WA 14.10
Report to TAFE Board Victoria on handling and marketing of fresh fruit and vegetables with recommendations for strengthening the academic and training programs in post harvest horticulture — TD/VIC 14.41
Report to the Honourable L W Powell, MLA, Minister for Education, Queensland — TD/QLD 14.13
Research and development digest 1987 — TD/TNC 14.14
Research methodologies for curriculum research and development — TD/WA 14.19
Research project on the participation of persons of non-English speaking background in the TAFE system — TD/VIC 14.56
Research report: a study undertaken by the Accreditation and Assessment Section of the Curriculum and Assessment Branch for the PEP Committee of the Commonwealth Schools Commission — TD/NT 14.15
A resource listing for the transferable skills component of the work/study curriculum — TD/VIC 14.51

The resources effects of self paced learning: an evaluative study — TD/VIC 14.3
Resources in Victorian TAFE colleges: annual cumulation 1985 — TD/VIC 14.4
Resources in Victorian TAFE colleges: 1986 cumulation — TD/VIC 14.27
Results of 1984 Participation and Equity Program student destinations survey — TD/SA 14.2
Retraining and adult unemployment in the Frankston region: survey — TD/VIC 14.20
A review of the new opportunities course for Aboriginal women — TD/NSW 14.33
A review of the new opportunities course for women of non-English speaking backgrounds — TD/NSW 14.32
A review of the operations of the TAFE Women's Co-ordination Unit 1982-1986 — TD/NSW 14.26
Review of the operations within Northern and Southern regions of the Northern Territory Department of Education — TD/NT 14.14
Review of the Technical Education Division examination system — TD/WA 14.14
Robot technology — TD/VIC 14.23
The role of TES Coordinators and the Open University transformers: a staff development discussion paper for the educational development department — TD/WA 14.13

Second annual report of the South Australian Council of Technical and Further Education — TD/SA 14.11
Selection for the trades — TD/TNC 14.12
A series of practical project worksheets for use in diesel equipment courses — TD/TAS 14.4
Shorthand and its relevance in today's business office — TD/NSW 14.17
Slaughtering gun handling, Wyndham 16 - 17 June 1986: course report — TD/WA 14.2
South Burnett College of Technical and Further Education: building brief — TD/QLD 14.21
Staff development programmes for trained trade teachers — TD/TAS 14.3
Student contributions to course planning and implementation processes in foundation courses at Elizabeth College of TAFE in Terms 1 and 2 1985 — TD/SA 14.4
Student profile survey 1986: a summary of results — TD/VIC 14.1
Student support systems — TD/WA 14.16
Study of course completion rates and follow up studies of student placement — TD/VIC 14.17
Study on participation and equity in Northern Territory senior secondary education 1984 — TD/NT 14.18
Study tour of Japan 1985 — TD/VIC 14.47
Submission to the review of TAFE funding arrangements — TD/TNC 14.25
The Sunshine Coast: evaluation of possible strategies to provide local post-school education: a report — TD/QLD 14.16

TAFE Aboriginal Access course 1986 reports — TD/WA 14.22
TAFE and secondary education — TD/SA 14.7
TAFE and the needs of people with disabilities in Western Australia — TD/WA 14.24
TAFE and the needs of people with disabilities in Western Australia; executive summary — TD/WA 14.25
TAFE Food School Students: a survey of facilities — TD/NSW 14.30
TAFE in the south western area of Sydney. Volume I: a social profile — TD/NSW 14.34
TAFE investigation - shorthand systems — TD/VIC 14.24
TAFE language across the curriculum: a report for Preston College of TAFE and the TAFE Board - Volume 1 — TD/VIC 14.5
TAFE mathematics based course: final report — TD/VIC 14.13
Tasmanian carpentry and joinery trade calculations — TD/TAS 14.6
Teaching in a TAFE college — TD/TNC 14.11
Teaching study skills in TAFE courses; an annotated bibliography — TD/SA 14.14
Tour of investigation of methods of education and technological developments in urban pest control — TD/NSW 14.15
Traineeships: report of overseas study tour (UK) 1985 — TD/VIC 14.14
Training arrangements for the printing industry — TD/TNC 14.27
Training implications and curriculum outline for TAFE in the field of lasers; report of an investigation conducted for the South Australian Department of TAFE — TD/SA 14.1
Transferable skills in technical and further education — TD/TNC 14.15

Unit journal — TD/WA 14.15
Use and effectiveness of TAFE college libraries: a study — TD/NSW 14.10
The use of communications and information technology in the New South Wales Department of TAFE — TD/NSW 14.24

Validation of plumbing course 32 CDA 1984 — TD/VIC 14.8
Victorian TAFE papers no. 6 — TD/VIC 14.63

Women at work: national curriculum project — TD/SA 14.6
Women in management: a study in TAFE colleges — TD/VIC 14.36
The women into science education (a WISE move) report — TD/VIC 14.40
Women into technology: a bridging program for women wishing to enter maths, science and technology based courses — TD/VIC 14.49

Young Aboriginals and unemployment: a survey of socio-cultural factors, education and training facilities affecting the employment of young Aboriginals in the Northern Territory — TD/NT 14.10

AUTHOR INDEX

This index lists in alphabetical order the author or institution responsible for the preparation of each document. Relevant accession numbers are listed for each author or institution.

Adam C — TD/SA 14.9
Adams B —
  TD/VIC 14.5 TD/VIC 14.6
  TD/VIC 14.7
Adams K M S — TD/VIC 14.54
Adelaide College of TAFE —
  TD/SA 14.13 TD/SA 14.14
  TD/SA 14.15 TD/SA 14.16
Ashurst G — TD/TNC 14.16
Australia. Commonwealth Tertiary Education Commission — TD/NSW 14.2
Australia. Dept of Community Services —
  TD/NSW 14.2 TD/NSW 14.3
Australia. Dept of Employment and Industrial Relations —
  TD/NSW 14.12 TD/SA 14.9
Australia. TAFE National Centre for Research and Development —
  TD/TNC 14.1 TD/TNC 14.2
  TD/TNC 14.3 TD/TNC 14.4
  TD/TNC 14.5 TD/TNC 14.6
  TD/TNC 14.7 TD/TNC 14.8
  TD/TNC 14.9 TD/TNC 14.10
  TD/TNC 14.11 TD/TNC 14.12
  TD/TNC 14.13 TD/TNC 14.14
  TD/TNC 14.15 TD/TNC 14.16
  TD/TNC 14.17 TD/TNC 14.18
  TD/TNC 14.19 TD/TNC 14.20
  TD/TNC 14.21 TD/TNC 14.22
  TD/TNC 14.26 TD/TNC 14.27
  TD/TNC 14.29
Australian Conference of TAFE Directors. Curriculum Projects Steering Group —
  TD/SA 14.6 TD/SA 14.8
Australian Council on Tertiary Awards — TD/NSW 14.2
Avrahami L — TD/VIC 14.21

Basil H — TD/VIC 14.44
Beamish S N — TD/TAS 14.4
Beaton H — TD/VIC 14.53
Bell M — TD/VIC 14.48
Blacktown College of TAFE — TD/NSW 14.10
Blayney P — TD/TNC 14.29
Booth I — TD/NSW 14.18
Bowen College of TAFE —
  TD/QLD 14.18 TD/QLD 14.22
Bowler R — TD/NSW 14.19
Bowles G — TD/QLD 14.34
Bowness G J — TD/QLD 14.14
Brisbane College of Advanced Education. Mount Gravatt Campus —
  TD/QLD 14.12 TD/QLD 14.14
Brooks M L — TD/NT 14.14
Brooks S G — TD/WA 14.21
Broughton B L — TD/VIC 14.54
Bruce College of Technical and Further Education — TD/NSW 14.12
Buchan N W — TD/NT 14.13
Bundaberg College of TAFE — TD/QLD 14.26
Burgess B — TD/TNC 14.30
Burns I —
  TD/VIC 14.58 TD/VIC 14.59
Butterworth P —
  TD/NSW 14.7 TD/NSW 14.23

Cameron I F — TD/TNC 14.9
Carter R — TD/TAS 14.8
Chard G W F — TD/NT 14.9
Chisholm Institute of Technology. Centre for Robotics — TD/VIC 14.23
Christians K R — TD/VIC 14.8
Christophers S — TD/VIC 14.17
Clancy D — TD/VIC 14.34
Cleary R — TD/NSW 14.14
Coatney V —
  TD/WA 14.11 TD/WA 14.18
  TD/WA 14.19
Colburt D V — TD/NSW 14.20
Collingwood College of TAFE — TD/VIC 14.11
Community College of Central Australia — TD/NT 14.3
Curtin University of Technology — TD/WA 14.27

Dalziel S — TD/VIC 14.17
Daniel J — TD/WA 14.17
Darwin Institute of Technology — TD/NT 14.13
Davenport P R — TD/WA 14.20
Delaney B — TD/VIC 14.19
Dent K — TD/NSW 14.31
Dewey D H — TD/VIC 14.41
Dodson B — TD/VIC 14.13
Doherty J — TD/WA 14.23
Dowse R — TD/VIC 14.21
Drew P — TD/SA 14.13
Drew W — TD/TNC 14.16
Duffy B — TD/NSW 14.1
Dunnell P — TD/TNC 14.16

East Gippsland Community College of TAFE. Interim College — TD/VIC 14.29
Eckersall K E — TD/VIC 14.54

Elizabeth College of TAFE — TD/SA 14.4
Ellis R — TD/NSW 14.5

Fahey D E — TD/TNC 14.24
Fallon M — TD/TNC 14.16
Farrow S —
  TD/WA 14.24 TD/WA 14.25
Fawcett P — TD/NSW 14.17
Flagstaff College of TAFE — TD/VIC 14.25
Fletcher J — TD/NSW 14.34
Footscray College of Technical and Further Education — TD/VIC 14.32
Ford B — TD/TNC 14.16
Fox M J — TD/TAS 14.3
Foyster J — TD/VIC 14.39
Frankston College of TAFE —
  TD/VIC 14.20 TD/VIC 14.21
Frankston College of TAFE. Migrant English Dept — TD/VIC 14.62

Galvin W — TD/NSW 14.21
Garrick B — TD/NSW 14.10
Gerozisis J — TD/NSW 14.15
Gianello L — TD/VIC 14.40
Gilding K R — TD/SA 14.10
Gillespie C — TD/VIC 14.22
Gillespie R — TD/VIC 14.11
Garton J — TD/VIC 14.1
Gold Coast College of TAFE — TD/QLD 14.25
Goozee G — TD/NSW 14.6
Gordon D — TD/NT 14.6
Gordon Technical College —
  TD/VIC 14.9 TD/VIC 14.16
  TD/VIC 14.35 TD/VIC 14.57
Gray B — TD/NSW 14.30
Gray J — TD/NSW 14.37
Grear B J — TD/SA 14.7
Green B — TD/NT 14.5
Greenbalt E — TD/VIC 14.56
Grimster W F — TD/NT 14.8
Guthrie H — TD/VIC 14.39
Gympie College of TAFE — TD/QLD 14.24

Hainsworth J — TD/TNC 14.16
Hall W C —
  TD/TNC 14.11 TD/TNC 14.13
  TD/TNC 14.14 TD/TNC 14.20
  TD/TNC 14.22
Hamilton B —
  TD/NSW 14.36 TD/VIC 14.43
Hartzell R E—
  TD/WA 14.13 TD/WA 14.15
  TD/WA 14.16 TD/WA 14.17
Hawthorn Institute of Education
  TD/VIC 14.3 TD/VIC 14.48
  TD/VIC 14.54 TD/VIC 14.55
  TD/VIC 14.63
Hayes R L — TD/VIC 14.54
Hayton G —
  TD/TNC 14.8 TD/TNC 14.16
  TD/TNC 14.21 TD/TNC 14.27
Healesville Living and Learning Centre — TD/VIC 14.'6
Henderson J C — TD/WA 14.12
Hermann G — TD/NSW 14.25
Hirst W — TD/VIC 14.37
Hobart Technical College — TD/TAS 14.8
Hocking C — TD/VIC 14.40
Hodgkins R — TD/WA 14.19
Holmesglen College of TAFE — TD/VIC 14.40
Hooper P — TD/TNC 14.2
Horlyck J — TD/NSW 14.4
Humphrey S — TD/TNC 14.16

IBIS-D H & S — TD/VIC 14.18
IDACH Pty Ltd —
  TD/VIC 14.31 TD/VIC 14.58
  TD/VIC 14.59
Innes R J — TD/WA 14.14

Jasen C — TD/VIC 14.35
Johnston T A —
  TD/TNC 14.17 TD/TNC 14.18
  TD/TNC 14.19
Johnstone College of TAFE —
  TD/QLD 14.19 TD/QLD 14.20
  TD/QLD 14.23
Jones B — TD/NSW 14.16

Kangaroo Point College of TAFE — TD/QLD 14.34
Katherine Rural College — TD/NT 14.6
Keating B — TD/VIC 14.33
Kiely T —
  TD/QLD 14.15 TD/QLD 14.32
  TD/QLD 14.33
Kimberley H — TD/VIC 14.2
King K — TD/NSW 14.24
Kingston G — TD/VIC 14.55
Kinsman M — TD/ACT 14.2
Knobel T —
  TD/QLD 14.15 TD/QLD 14.32
  TD/QLD 14.33
Krzemionka Z —
  TD/TNC 14.4 TD/TNC 14.5

Lane N D — TD/TNC 14.27
Launceston College of TAFE — TD/TAS 14.1
Leavesley J —
  TD/VIC 14.58 TD/VIC 14.59
Lehman P — TD/TAS 14.2
Lesh N — TD/VIC 14.47
Leung F K W —
  TD/NT 14.15 TD/NT 14.16
  TD/NT 14.17
Library Association of Australia. TAFE Section — TD/TNC 14.30
Library Association of Australia. TAFE Section. Queensland Group — TD/TNC 14.30
Lichtenberg H J — TD/NT 14.3
Lindner C F — TD/VIC 14.9
Lochert P — TD/VIC 14.1
Logan College of TAFE — TD/QLD 14.19
Lopes I — TD/NT 14.5

Macarov D — TD/TNC 14.16
McBeath C —

TD/TNC 14.1 TD/TNC 14.16
McGrath M — TD/NSW 14.1
McFarling C — TD/VIC 14.38
Mackay College of TAFE —
TD/QLD 14.15 TD/QLD 14.33
McKenzie D — TD/VIC 14.14
Macquarie University. School of Education — TD/NSW 14.25
Maddock J —
TD/VIC 14.12 TD/VIC 14.17
Mageean P —
TD/TNC 14.12 TD/TNC 14.16
Marr B — TD/VIC 14.49
Marshaman J — TD/NSW 14.9
Massina N F — TD/TAS 14.5
Matheson I J — TD/QLD 14.3
Matthews D — TD/SA 14.16
Maynard I — TD/SA 14.1
Meiri Y — TD/VIC 14.60
Melbourne Migrant Resource Centre — TD/VIC 14.22
Melrose O — TD/WA 14.23
Mercer T — Td/VIC 14.55
Meredith S — Td/VIC 14.19
Miller College of TAFE — TD/NSW 14.10
Miller J —
TD/VIC 14.50 TD/VIC 14.51
Miller L A — TD/TAS 14.7
Mitchell P — TD/VIC 14.26
Mitchell R S — TD/TNC 14.1
Moorabbin College of Technical and Further Education —
TD/VIC 14.12 TD/VIC 14.17
Moore M — TD/WA 14.17
Morris T L — TD/SA 14.11
Moy J — TD/ACT 14.1
Murfet G — TD/TAS 14.6
Murphy J —
TD/TNC 14.15 TD/VIC 14.50
TD/VIC 14.51
Murray W — TD/WA 14.10

Nabben T — TD/WA 14.18
National Local Government Industry Training Committee — TD/ACT 14.2
National Plastics Industry Training Committee — TD/TNC 14.24
National Printing Industry Training Committee — TD/TNC 14.27
National Training Council —
TD/VIC 14.58 TD/VIC 14.59
Neville H — TD/VIC 14.46
New South Wales. Council of Technical and Further Education — TD/NSW 14.23
New South Wales. Dept of Technical and Further Education —
TD/NSW 14.5 TD/NSW 14.8
TD/NSW 14.10 TD/NSW 14.15
TD/NSW 14.22 TD/NSW 14.23
TD/NSW 14.24 TD/NSW 14.26
TD/NSW 14.28 TD/NSW 14.29
TD/NSW 14.30 TD/NSW 14.31
TD/NSW 14.32 TD/NSW 14.33
TD/NSW 14.34 TD/NSW 14.36
TD/NSW 14.37
New South Wales. Dept of Technical and Further Education. Board of TAFE Studies — TD/NSW 14.23
New South Wales. Dept of Technical and Further Education. Educational Resources Div. Australian Traineeship Curriculum Co-ordination Office — TD/NSW 14.12
New South Wales. Dept of Technical and Further Education. Equal Employment Opportunity Unit — TD/NSW 14.11
New South Wales. Dept of Technical and Further Education. Labour Market Programs Unit — TD/NSW 14.9
New South Wales. Dept of Technical and Further Education. Planning Div —
TD/NSW 14.1 TD/NSW 14.4
TD/NSW 14.7 TD/NSW 14.13
New South Wales. Dept of Technical and Further Education. Policy Unit — TD/NSW 14.6
New South Wales. Dept of Technical and Further Education. Staff Development Div — TD/NSW 14.27
New South Wales. Dept of Technical and Further Education. Surveys and Evaluative Studies Div — TD/NSW 14.10
Newell F — TD/VIC 14.28
Newport College of TAFE —
TD/VIC 14.31 TD/VIC 14.45
Nicholas Clark and Associates — TD/VIC 14.56
Nicholson R E — TD/WA 14.20
Nickolas J — TD/NT 14.15
Nielsen H R — TD/QLD 14.12
Nightingill R — TD/WA 14.11
Northern Territory. Dept of Education —
TD/NT 14.2 TD/NT 14.3
TD/NT 14.4 TD/NT 14.5
TD/NT 14.6 TD/NT 14.8
TD/NT 14.9 TD/NT 14.11
TD/NT 14.14 TD/NT 14.15
TD/NT 14.16 TD/NT 14.17
Northern Territory. Dept of Education. Evaluation and Assessment Unit — TD/NT 14.18
Northern Territory. Dept of Education. Personnel Branch — TD/NT 14.7
Northern Territory. Dept of Industry and Small Business — TD/NT 14.12
Northern Territory Post School Advisory Council — TD/NT 14.1
Northern Territory Vocational Training Commission —
TD/NT 14.2 TD/NT 14.8
TD/NT 14.12

O'Brien H — TD/TNC 14.26
O'Callaghan A — TD/VIC 14.10
O'Malley R —
TD/QLD 14.1 TD/QLD 14.2
TD/QLD 14.3 TD/QLD 14.4
TD/QLD 14.5 TD/QLD 14.10
O'Meara N — TD/VIC 14.24

Palmer D — TD/NSW 14.22

Parkinson K J —
TD/TNC 14.1 TD/TNC 14.3
TD/TNC 14.8 TD/TNC 14.16
Parslow J — TD/SA 14.14
Parsons P M — TD/QLD 14.11
Penning D — TD/VIC 14.62
Peters O — TD/WA 14.17
Phillips K R
TD/QLD 14.1 TD/QLD 14.34
Pocock B — TD/TNC 14.23
Predl I — TD/VIC 14.15
Preston College of TAFE —
TD/VIC 14.5 TD/VIC 14.6
TD/VIC 14.7 TD/VIC 14.33
TD/VIC 14.50 TD/VIC 14.51
Preston College of TAFE. Preparatory Dept — TD/VIC 14.49
Puffet B — TD/NSW 14.11
Puffett D — TD/NT 14.5

Queensland. Dept of Education — TD/QLD 14.13
Queensland. Dept of Education. Ministerial Advisory Committee on Distance Education — TD/QLD 14.13
Queensland. Dept of Employment and Industrial Affairs. Div of Employment Planning and Training — TD/QLD 14.34
Queensland. Div of Technical and Further Education —
TD/QLD 14.1 TD/QLD 14.2
TD/QLD 14.3 TD/QLD 14.4
TD/QLD 14.5 TD/QLD 14.9
TD/QLD 14.10 TD/QLD 14.11
TD/QLD 14.23 TD/QLD 14.25
TD/QLD 14.34
Queensland. Div of Technical and Further Education. Curriculum Branch —
TD/QLD 14.6 TD/QLD 14.7
TD/QLD 14.8 TD/QLD 14.15
TD/QLD 14.32 TD/QLD 14.33
Queensland. Div of Technical and Further Education. Professional Development Section —
TD/QLD 14.27 TD/QLD 14.28
TD/QLD 14.29 TD/QLD 14.30
TD/QLD 14.31
Queensland. Div of Technical and Further Education. Resource Management Branch —
TD/QLD 14.16 TD/QLD 14.17
TD/QLD 14.18 TD/QLD 14.19
TD/QLD 14.20 TD/QLD 14.21
TD/QLD 14.22 TD/QLD 14.24
Queensland. Div of Technical and Further Education. Resource Management Branch. Building and Accommodation Section — TD/QLD 14.26

Ratajzak R — TD/VIC 14.44
Rea C — TD/VIC 14.20
Read S — TD/VIC 14.48
Robinson B — TD/NSW 14.13
Rockhampton College of TAFE — TD/QLD 14.32
Rowsell D B — TD/NSW 14.20
Royal Melbourne Institute of Technology. English Language Teaching Unit — TD/VIC 14.44
Royal Melbourne Institute of Technology. Technical College —
TD/VIC 14.13 TD/VIC 14.24
TD/VIC 14.39 TD/VIC 14.47
Rustomji L — TD/NSW 14.31
Ryde College of TAFE —
TD/NSW 14.8 TD/NSW 14.21

Salter R — TD/VIC 14.20
Scarlett S — TD/NT 14.14
Schofield K — TD/NSW 14.26
School of Mines and Industries Ballarat. Corporate Planning and Development Unit — TD/VIC 14.43
Scott M — TD/TAS 14.1
Segal L — TD/VIC 14.56
Shimpo M — TD/NT 14.10
Smart D — TD/VIC 14.39
Smith J — TD/NT 14.15
Smith M — TD/VIC 14.15
Smith P J — TD/VIC 14.9
South Australia. Dept of Technical and Further Education —
TD/SA 14.1 TD/SA 14.3
TD/SA 14.4 TD/SA 14.5
TD/SA 14.6 TD/SA 14.7
TD/SA 14.8 TD/SA 14.9
TD/SA 14.10 TD/SA 14.11
South Australia. Dept of Technical and Further Education. Curriculum Branch — TD/SA 14.2
South Australia. Dept of Technical and Further Education. Equal Opportunities Unit — TD/SA 14.5
South Australia. Education and Technology Task Force — TD/SA 14.10
South Australia. Industrial and Commercial Training Commission — TD/TNC 14.25
South Australian College of Advanced Education. Underdale Campus — TD/SA 14.9
South Australian Council of TAFE — TD/SA 14.11
South Brisbane College of TAFE. School of Electronic Media Studies —
TD/QLD 14.5 TD/QLD 14.10
South Burnett College of Technical and Further Education — TD/QLD 14.21
South West College of TAFE — TD/VIC 14.35
Southern Downs College of TAFE — TD/QLD 14.19
Sri-Pathmanathan C — TD/NT 14.12
Sterling E T — TD/NT 14.4
Stewart D — TD/WA 14.17
Stock B — TD/VIC 14.39
Strachan F —
TD/TNC 14.7 TD/TNC 14.8
Street Ryan and Associates — TD/VIC 14.30
Stretton B — TD/WA 14.26
Stubbs N —
TD/VIC 14.58 TD/VIC 14.59
Sweet R — TD/NSW 14.20

Sydney College of Advanced Education. Institute of Technical and Adult Teacher Education —
TD/NSW 14.17 TD/NSW 14.18
TD/NSW 14.19 TD/NSW 14.20
TD/TNC 14.11 TD/NSW 14.35
Sydney Technical College — TD/NSW 14.14
Sydney Technical College. School of Biological Sciences — TD/NSW 14.16

TAFE Educational Services Co-ordinators Association — TD/VIC 14.63
Tasker R G — TD/SA 14.7
Tasmanian State Institute of Technology —
TD/TAS 14.2 TD/TAS 14.3
TD/TAS 14.4 TD/TAS 14.5
TD/TAS 14.6 TD/TAS 14.7
Telford R P — TD/VIC 14.32
Thiele K — TD/NT 14.5
Thilo E — TD/NSW 14.8
Thomson P —
TD/TNC 14.7 TD/TNC 14.12
TD/TNC 14.15 TD/TNC 14.16
Toia J — TD/QLD 14.6
Tyson A — TD/VIC 14.48

University of Manchester. Dept of Adult and Higher Education — TD/VIC 14.37
Unwin B — TD/WA 14.9

Vicary B M — TD/SA 14.13
Victoria. Adult Migrant Education Services — TD/VIC 14.34
Victoria. Loddon-Mallee Regional TAFE Board — TD/VIC 14.38
Victoria. TAFE Board —
TD/VIC 14.1 TD/VIC 14.2
TD/VIC 14.3 TD/VIC 14.8
TD/VIC 14.14 TD/VIC 14.15
TD/VIC 14.18 TD/VIC 14.19
TD/VIC 14.28 TD/VIC 14.52
TD/VIC 14.53 TD/VIC 14.60
Victoria. TAFE Board. Equal Opportunity Branch — TD/VIC 14.36
Victoria. TAFE Board. Library —
TD/VIC 14.4 TD/VIC 14.27
Victorian College of Agriculture and Horticulture. Dookie Campus — TD/VIC 14.41
Victorian College of Agriculture and Horticulture. McMillan Campus — TD/VIC 14.42
Villiers-Thomson G —
TD/VIC 14.5 TD/VIC 14.7

Walden R — TD/NSW 14.11
Walker E — TD/NSW 14.3
Wallace P — TD/VIC 14.48
Wangaratta College of TAFE —
TD/VIC 14.10 TD/VIC 14.61
Warwick L — TD/VIC 14.44
Wedemeyer C — TD/WA 14.17
Western Australia. TAFE Adult Migrant Education Services — TD/WA 14.26
Western Australia. TAFE Counselling Service —
TD/WA 14.20 TD/WA 14.23
Western Australia. TAFE Women's Interests Section — TD/WA 14.10
Western Australia. Technical Education Div —
TD/TNC 14.10 TD/WA 14.12
TD/WA 14.14 TD/WA 14.18
TD/WA 14.19
Western Australia. Technical Education Div. Aboriginal Access —
TD/WA 14.1 TD/WA 14.2
TD/WA 14.3 TD/WA 14.4
TD/WA 14.5 TD/WA 14.6
TD/WA 14.7 TD/WA 14.8
TD/WA 14.22
Western Australia. Technical and Further Education. Curriculum Research and Development —
TD/WA 14.11 TD/WA 14.24
TD/WA 14.25
Western Australia. Technical Extension Service —
TD/WA 14.9 TD/WA 14.13
TD/WA 14.15 TD/WA 14.16
TD/WA 14.17
West Australian Aboriginal Education Consultative Group — TD/WA 14.1
Western Australian Institute of Technology. Div of Arts, Education and Social Sciences — TD/WA 14.21
White J L — TD/TNC 14.6
Wilson M — TD/VIC 14.5
Wilson R — TD/TNC 14.2
Wintringham M — TD/ACT 14.2
Woden College of Technical and Further Education —
TD/ACT 14.1 TD/ACT 14.2
Wright G L — TD/WA 14.27
Wright P — TD/TNC 14.16

SUBJECT INDEX

This index lists subjects in alphabetical order with document entries grouped under the appropriate heading. TD accession numbers are listed for each subject item

A

Aboriginal education
TD/NSW 14.33 TD/NT 14.2
TD/NT 14.10 TD/NT 14.15
TD/WA 14.1 TD/WA 14.2
TD/WA 14.3 TD/WA 14.4
TD/WA 14.5 TD/WA 14.6
TD/WA 14.7 TD/WA 14.8
TD/WA 14.22
Aboriginal employment
TD/NT 14.10
Aboriginal students
TD/WA 14.22
Aboriginal studies
TD/NSW 14.33 TD/NT 14.2
Academic records
TD/WA 14.14
Academic staff
TD/NSW 14.23
Academic staff development
TD/TNC 14.13 TD/TNC 14.20
TD/TNC 14.28
Acceleration
TD/QLD 14.15 TD/QLD 14.32
TD/QLD 14.33
Access to education
TD/ACT 14.1 TD/NSW 14.6
TD/NSW 14.9 TD/NSW 14.26
TD/NT 14.15 TD/NT 14.17
TD/SA 14.13 TD/TNC 14.23
TD/VIC 14.28 TD/VIC 14.30
TD/VIC 14.37 TD/VIC 13.38
TD/VIC 13.42
Accountability
TD/TNC 14.6 TD/WA 14.12
Action research
TD/VIC 14.6 TD/VIC 14.7
Admission criteria
TD/TNC 14.1 TD/WA 14.18
Adult basic education
TD/NSW 14.31 TD/SA 14.13
TD/WA 14.4
Adult education
TD/NT 14.2 TD/SA 14.14
TD/TNC 14.2 TD/VIC 14.33
TD/VIC 14.37 TD/VIC 14.38
TD/WA 14.16
Adult literacy
TD/NSW 14.31 TD/SA 14.13
TD/WA 14.22
Adult programs
TD/SA 14.9
Adult students
TD/SA 14.14 TD/TNC 14.7
TD/WA 14.24 TD/WA 14.25
Adults
TD/VIC 14.20
Advanced education
TD/NT 14.1
Advisory committees
TD/NSW 14.23
Affirmative action
TD/SA 14.6 TD/VIC 14.36
Agribusiness
TD/WA 14.7
Agricultural skills
TD/WA 14.7
Agriculture skills
TD/WA 14.8
Annotated bibliographies
TD/VIC 14.50 TD/VIC 14.51
TD/WA 14.15
Apprenticeships
TD/NSW 14.36 TD/NT 14.12
TD/NT 14.13 TD/QLD 14.15
TD/QLD 14.32 TD/QLD 14.33
TD/QLD 14.34 TD/TAS 14.4
TD/VIC 14.18 TD/VIC 14.54
TD/VIC 14.55 TD/VIC 14.57
Art education
TD/NSW 14.1
Artificial intelligence
TD/VIC 14.47
Attendance patterns
TD/NT 14.18
Audiovisual aids
TD/VIC 14.4 TD/VIC 14.27
Automation
TD/VIC 14.47
Aviation mechanics
TD/VIC 14.54

B

Background
TD/VIC 14.30
Barbers
TD/VIC 14.57
Basic skills
TD/NSW 14.31
Bibliographies
TD/SA 14.14 TD/TNC 14.14
Biographical inventories
TD/VIC 14.33
Bridging courses
TD/QLD 14.11 TD/VIC 14.49
Building design
TD/QLD 14.20 TD/QLD 14.21
TD/QLD 14.22 TD/QLD 14.23
TD/QLD 14.24 TD/QLD 14.25
TD/QLD 14.26
Building trades

TD/TAS 14.6 TD/WA 14.6
Buildings
WA 14.5
Business
TD/SA 14.12 TD/TNC 14.22
Business education
TD/VIC 14.17
Business skills
TD/VIC 14.46

C

Career choice
TD/NT 14.16 TD/NT 14.18
TD/WA 14.10
Career path followup
TD/NSW 14.1 TD/NSW 14.17
TD/VIC 14.17
Carpentry
TD/TAS 14.6
Cartography
TD/WA 14.27
Case studies
TD/VIC 14.6 TD/VIC 14.58
Catalogues
TD/NSW 14.27 TD/TNC 14.14
Chemistry
TD/SA 14.16
Child care workers
TD/TAS 14.5
Child development specialists
TD/TAS 14.5
Child welfare
TD/TAS 14.6
Clearinghouses
TD/TNC 14.30
Cloze procedure
TD/TAS 14.1
Cluster analysis
TD/TNC 14.21
Cognitive style
TD/VIC 14.9
College buildings
TD/QLD 14.20 TD/QLD 14.21
TD/QLD 14.22 TD/QLD 14.23
TD/QLD 14.24 TD/QLD 14.25
TD/QLD 14.26
College planning
TD/VIC 14.29
College role
TD/VIC 14.29
College school cooperation
TD/TNC 14.4 TD/TNC 14.5
Colleges of advanced education
TD/NT 14.13 TD/TNC 14.26
College transfer students
TD/TNC 14.1
Committees
TD/NSW 14.23
Communication skills
TD/TNC 14.17 TD/TNC 14.18
TD/TNC 14.19 TD/WA 14.22
Communications satellites
TD/NSW 14.24 TD/QLD 14.1
TD/QLD 14.2 TD/QLD 14.3
TD/QLD 14.4 TD/QLD 14.5
TD/QLD 14.10
Community colleges
TD/NT 14.3 TD/VIC 14.29
Community education
TD/VIC 14.2
Community involvement
TD/NSW 14.23
Compensatory education
TD/TAS 14.1
Competence
TD/TNC 14.13 TD/TNC 14.15
TD/TNC 14.20
Computer assisted teaching
TD/TNC 14.2 TD/VIC 14.54
TD/VIC 14.58 TD/VIC 14.59
Computer assisted testing
TD/WA 14.21
Computer managed teaching
TD/VIC 14.58 TD/VIC 14.59
Computer orientated programs
TD/TNC 14.2 TD/TNC 14.24
Computer programs
TD/TNC 14.29 TD/VIC 14.26
TD/WA 14.21
Computers
TD/NSW 14.19
Construction industry
TD/ACT 14.2
Continuing education
TD/VIC 14.37
Cookery teaching
TD/NSW 14.8
Cooks
TD/VIC 14.62
Cooperative programs
TD/TNC 14.4 TD/TNC 14.5
TD/TNC 14.26
Coordination
TD/VIC 14.34
Coordinators
TD/WA 14.13
Core curriculum
TD/SA 14.6 TD/SA 14.8
TD/TAS 14.2 TD/TAS 14.8
Core development
TD/SA 14.6 TD/SA 14.8
Correspondence schools
TD/QLD 14.13
Cosmetology
TD/VIC 14.25 TD/VIC 14.57
Course descriptions
TD/NSW 14.2 TD/NSW 14.3
TD/NSW 14.15 TD/NSW 14.28
TD/VIC 14.40 TD/VIC 14.52
TD/VIC 14.62
Course evaluation
TD/NSW 14.8 TD/NSW 14.18
TD/NSW 14.32 TD/NSW 14.33
TD/TNC 14.11 TD/VIC 14.8
TD/VIC 14.25 TD/VIC 14.35
TD/VIC 14.39 TD/VIC 14.40
TD/VIC 14.48
Courses

TD/NSW 14.13 TD/QLD 14.9
TD/SA 14.1 TD/WA 14.6
Credits
TD/TNC 14.7 TD/WA 14.18
Curriculum
TD/NSW 14.5 TD/TNC 14.17
Curriculum design
TD/NSW 14.5
Curriculum development
TD/NSW 14.14 TD/NSW 14.15
TD/NT 14.11 TD/QLD 14.27
TD/QLD 14.28 TD/QLD 14.29
TD/QLD 14.30 TD/QLD 14.31
TD/SA 14.4 TD/TNC 14.10
TD/TNC 14.16 TD/VIC 14.12
TD/VIC 14.13 TD/VIC 14.16
TD/VIC 14.19 TD/WA 14.11
TD/WA 14.19
Curriculum evaluation
TD/VIC 14.39
Curriculum guides
TD/NT 14.11
Curriculum materials
TD/NSW 14.12 TD/TAS 14.2
TD/TAS 14.7 TD/VIC 14.4
TD/VIC 14.27
Curriculum research
TD/VIC 14.24 TD/WA 14.19

D

Data analysis
TD/VIC 14.9
Data collection
TD/WA 14.19
Day care centres
TD/VIC 14.28
Deafness
TD/TNC 14.17 TD/TNC 14.18
TD/TNC 14.19
Delivery systems
TD/TNC 14.3
Delphi technique
TD/WA 14.19
Demography
TD/NSW 14.34 TD/QLD 14.17
TD/QLD 14.18 TD/QLD 14.19
TD/VIC 14.1
Dental technicians
TD/QLD 14.34
Dictionaries
TD/TNC 14.18
Diesel engines
TD/QLD 14.32 TD/TAS 14.4
Disabilities
TD/ACT 14.1 TD/NSW 14.2
TD/NSW 14.3 TD/TNC 14.17
TD/TNC 14.18 TD/TNC 14.19
TD/WA 14.24 TD/WA 14.25
Disadvantaged youth
TD/VIC 14.52
Distance education
TD/QLD 14.1 TD/QLD 14.2
TD/QLD 14.3 TD/QLD 14.4
TD/QLD 14.5 TD/QLD 14.9
TD/QLD 14.13 TD/SA 14.16
TD/VIC 14.63 TD/WA 14.13
TD/WA 14.15 TD/WA 14.16
TD/WA 14.17
Drafting
TD/TNC 14.24
Drop out research
TD/TNC 14.8

E

Editing
TD/WA 14.13
Education
TD/NSW 14.30
Educational administration
TD/NT 14.7 TD/SA 14.11
Educational alternatives
TD/NT 14.15 TD/NT 14.17
TD/VIC 14.48 TD/VIC 14.61
Educational assessment
TD/NT 14.10
Educational change
TD/VIC 14.32
Educational cooperation
TD/SA 14.7
Educational demand
TD/NT 14.15 TD/NT 14.17
TD/QLD 14.16 TD/QLD 14.17
TD/QLD 14.18 TD/QLD 14.19
TD/TNC 14.23
Educational development
TD/NT 14.8 TD/QLD 14.27
TD/QLD 14.28 TD/QLD 14.29
TD/QLD 14.30 TD/QLD 14.31
TD/TNC 14.14
Educational environment
TD/NT 14.8
Educational facilities
TD/NSW 14.7 TD/NT 14.4
TD/NT 14.5 TD/NT 14.6
Educational facilities design
TD/QLD 14.17 TD/QLD 14.18
TD/QLD 14.19 TD/QLD 14.20
TD/QLD 14.21 TD/QLD 14.22
TD/QLD 14.23 TD/QLD 14.24
TD/QLD 14.25 TD/QLD 14.26
Educational finance
TD/NSW 14.5 TD/NSW 14.16
TD/NSW 14.29
Educational media
TD/VIC 14.4 TD/VIC 14.27
Educational needs
TD/NT 14.8 TD/TNC 14.13
TD/TNC 14.20 TD/TNC 14.28
TD/WA 14.9
Educational opportunities
TD/TNC 14.25 TD/VIC 14.49
Educational planning
TD/NSW 14.13 TD/NT 14.8
TD/VIC 14.19 TD/VIC 14.60
Educational policy
TD/NT 14.7
Educational research

TD/TNC 14.14 TD/VIC 14.5
Educational resources
  TD/VIC 14.3
Educational technology
  TD/NSW 14.24 TD/SA 14.10
  TD/WA 14.15
Educational testing
  TD/WA 14.14
Educational theories
  TD/WA 14.17
Educational trends
  TD/NSW 14.36 TD/NT 14.8
Education work relationship
  TD/VIC 14.14 TD/VIC 14.46
  TD/VIC 14.50 TD/VIC 14.51
Educationally disadvantaged
  TD/ACT 14.1
Electrical occupations
  TD/QLD 14.33 TD/TAS 14.8
Electronic control
  TD/VIC 14.23
Electronics
  TD/TAS 14.8 TD/VIC 14.55
Employed women
  TD/SA 14.6 TD/TNC 14.23
  TD/VIC 14.36 TD/VIC 14.46
Employer attitudes
  TD/VIC 14.8 TD/VIC 14.13
  TD/VIC 14.20
Employment
  TD/NT 14.13
Employment patterns
  TD/NSW 14.1 TD/NT 14.9
Employment practices
  TD/NSW 14.11
Engineering
  TD/TNC 14.21
English for special purposes
  TD/VIC 14.44 TD/VIC 14.62
  TD/WA 14.23
English (second language)
  TD/NSW 14.32 TD/SA 14.15
  TD/VIC 14.34 TD/VIC 14.44
  TD/WA 14.23 TD/WA 14.26
Enrolment
  TD/NT 14.1 TD/QLD 14.9
  TD/VIC 14.56
Entrepreneurship
  TD/SA 14.12
Environmental standards
  TD/NT 14.7
Equal education
  TD/NSW 14.26
Equal opportunities (jobs)
  TD/NSW 14.11 TD/VIC 14.36
Equipment
  TD/ACT 14.2
Ethnic groups
  TD/VIC 14.30
Ethnic origins
  TD/VIC 14.56
Evaluation
  TD/NSW 14.10 TD/VIC 14.57
  TD/WA 14.12
Evaluation methods
  TD/QLD 14.6 TD/QLD 14.7
  TD/QLD 14.8
Expenditures
  TD/QLD 14.9
Experience
  TD/TNC 14.7
Extension education
  TD/VIC 14.46 TD/VIC 14.63
External study programs
  TD/WA 14.13

F

Facility planning
  TD/NSW 14.7 TD/NSW 14.13
Facility requirements
  TD/VIC 14.3
Facility utilisation research
  TD/TNC 14.27
Failure
  TD/NT 14.13
Farm management
  TD/WA 14.8
Fashion industry
  TD/NSW 14.13
Feasibility studies
  TD/NSW 14.4 TD/VIC 14.13
  TD/VIC 14.21
Fellowships
  TD/NSW 14.27
Females
  TD/TNC 14.23 TD/WA 14.10
Field crops
  TD/VIC 14.41
Financial support
  TD/NSW 14.6 TD/NSW 14.29
  TD/TNC 14.25
Finger spelling
  TD/TNC 14.17 TD/TNC 14.19
First year students
  TD/TNC 14.8
Fisheries
  TD/WA 14.9
Fitting and Machining
  TD/QLD 14.32 TD/QLD 14.33
Floriculture
  TD/NSW 14.4
Followup studies
  TD/SA 14.3 TD/VIC 14.2
  TD/VIC 14.17 TD/VIC 14.31
Food
  TD/NSW 14.30
Food handling facilities
  TD/NSW 14.21 TD/VIC 14.41
Food service
  TD/VIC 14.44 TD/VIC 14.62
Food service education
  TD/NSW 14.8 TD/NSW 14.21
  TD/NSW 14.30

G

Graduate surveys
  TD/NSW 14.1 TD/WA 14.20
  TD/WA 14.23
Graphic arts

TD/TNC 14.27
Group dynamics
TD/WA 14.1
Guidelines
TD/NSW 14.7
Guides
TD/NSW 14.25

H

Harvesting
TD/VIC 14.41
Higher education
TD/NT 14.2 TD/TNC 14.1
Horticulture
TD/TAS 14.7 TD/VIC 14.41
TD/VIC: 14.43
Hotels
TD/NSW 14.21

I

Indexes
TD/VIC 14.4 TD/VIC 14.26
TD/VIC 14.27 TD/VIC 14.50
TD/VIC 14.51
Industrial education
TD/NT 14.9
Industrial training
TD/NT 14.12 TD/NT 14.13
TD/SA 14.1 TD/SA 14.8
TD/SA 14.11
Industry
TD/TNC 14.9 TD/TNC 14.22
TD/VIC 14.16
Influences
TD/NT 14.16
Information networks
TD/NSW 14.24 TD/QLD 14.1
TD/QLD 14.2 TD/QLD 14.3
TD/QLD 14.4 TD/QLD 14.5
TD/QLD 14.10 TD/TNC 14.30
Information services
TD/TNC 14.30
Inspection
TD/QLD 14.14
Inspectors
TD/QLD 14.14
Institutional cooperation
TD/TNC 14.4 TD/TNC 14.5
TD/TNC 14.26
Insurance
TD/VIC 14.12
Insurance occupations
TD/VIC 14.12
Integrated activities
TD/TNC 14.2
Item banks
TD/WA 14.11
Interaction
TD/SA 14.15
Interviews
TD/VIC 14.8 TD/VIC 14.21
Introductory courses
TD/QLD 14.11 TD/SA 14.4
Investigations
TD/VIC 14.9 TD/VIC 14.24
TD/VIC 14.55

J

Job performance
TD/TNC 14.13 TD/TNC 14.20
TD/TNC 14.28
Job placement
TD/VIC 14.21
Job skills
TD/NSW 14.17 TD/TNC 14.15
TD/WA 14.2 TD/WA 14.3
Job training
TD/NSW 14.37 TD/VIC 14.14
TD/VIC 14.52

L

Labour market
TD/NSW 14.29
Labour needs
TD/TNC 14.9
Labour relations
TD/VIC 14.19
Landscaping
TD/WA 14.3
Language acquisition
TD/VIC 14.5
Language research
TD/VIC 14.7
Lasers
TD/SA 14.1 TD/TNC 14.9
Learning
TD/VIC 14.6 TD/VIC 14.7
TD/VIC 14.55
Learning motivation
TD/VIC 14.53
Learning processes
TD/TNC 14.16
Librarians
TD/TNC 14.26 TD/TNC 14.30
Libraries
TD/TNC 14.30
Library research
TD/NSW 14.10
Library schools
TD/TNC 14.26
Library surveys
TD/NSW 14.10
Library technicians
TD/TNC 14.26
Limited English speaking
TD/WA 14.26
Literacy education
TD/NSW 14.31 TD/WA 14.4
Literature reviews
TD/WA 14.15
Long range planning
TD/NT 14.4 TD/NT 14.6
TD/TNC 14.6 TD/VIC 14.15

M

Machinists

TD/NSW 14.19
Maintenance
TD/WA 14.5
Management systems
TD/TNC 14.6
Managerial occupations
TD/VIC 14.36
Manual communication
TD/TNC 14.17 TD/TNC 14.18
TD/TNC 14.19
Manufacturing
TD/NSW 14.22
Manufacturing industry
TD/TNC 14.24
Marketing
TD/VIC 14.41
Masters theses
TD/VIC 14.37
Mathematics
TD/VIC 14.49
Meat
TD/WA 14.2
Mechanical equipment
TD/VIC 14.23 TD/VIC 14.47
Meetings
TD/WA 14.1
Metal trades
TD/QLD 14.15 TD/TAS 14.2
Microcomputers
TD/VIC 14.26
Middle aged adults
TD/VIC 14.53
Migrant adult education
TD/NSW 14.32 TD/VIC 14.34
TD/WA 14.23
Migrant education
TD/VIC 14.22
Migrant workers
TD/WA 14.26
Motor vehicles
TD/ACT 14.2 TD/NSW 14.14
TD/NSW 14.20
Multilingualism
TD/WA 14.26

N

Needs
TD/VIC 14.33
Needs assessment
TD/ACT 14.1 TD/NSW 14.4
TD/NT 14.3 TD/TAS 14.3
TD/TNC 14.3 TD/TNC 14.22
TD/VIC 14.12 TD/VIC 14.16
TD/VIC 14.22 TD/VIC 14.27
TD/VIC 14.33 TD/VIC 14.43
TD/VIC 14.44
Non English speaking
TD/NSW 14.34 TD/VIC 14.30
TD/VIC 14.56
Nontraditional occupations
TD/WA 14.10
Numeracy
TD/SA 14.13 TD/WA 14.4
TD/WA 14.22
Numerical control
TD/NSW 14.19

O

Occupational analysis
TD/NSW 14.25
Occupational safety and health
TD/NT 14.7 TD/VIC 14.16
Occupational survey
TD/TNC 14.21
Occupational therapy
TD/VIC 14.43
Office occupations education
TD/NSW 14.12 TD/NSW 14.17
TD/NSW 14.18 TD/VIC 14.21
TD/VIC 14.24
Older adults
TD/VIC 14.53
Opinion papers
TD/VIC 14.11 TD/VIC 14.15
TD/VIC 14.22 TD/VIC 14.32
Organisational change
TD/NSW 14.37
Organisational communication
TD/WA 14.1
Organisational effectiveness
TD/NT 14.14
Organisational objectives
TD/NT 14.5 TD/TNC 14.6
Outcomes of education
TD/NSW 14.1 TD/QLD 14.11
TD/SA 14.2 TD/SA 14.3
TD/SA 14.5
Outreach programs
TD/TNC 14.3 TD/VIC 14.42

P

Pacing
TD/VIC 14.3 TD/VIC 14.57
Participative decision making
TD/NSW 14.23
Part time students
TD/TNC 14.8
Patents
TD/NSW 14.20
Performance
TD/WA 14.12
Periodicals
TD/VIC 14.63
Personnel
TD/QLD 14.9
Personnel policy
TD/NSW 14.11
Pesticides
TD/NSW 14.15
Pests
TD/NSW 14.15
Physical sciences
TD/VIC 14.49
Planning
TD/NSW 14.7
Plastics

TD/NSW 14.22 TD/TNC 14.24
Playgroups
TD/WA 14.3
Plumbing
TD/VIC 14.8 TD/VIC 14.18
Policy
TD/NT 14.12
Policy formation
TD/NT 14.11 TD/NT 14.14
Population trends
TD/QLD 14.16
Position papers
TD/NT 14.11
Post secondary education
TD/NT 14.1 TD/NT 14.3
TD/NT 14.15 TD/NT 14.16
TD/NT 14.17 TD/NT 14.18
TD/VIC 14.32 TD/WA 14.27
Prediction
TD/NSW 14.20
Predictive measurement
TD/NT 14.12
Prerequisites
TD/TNC 14.12
Prevocational education
TD/VIC 14.45 TD/VIC 14.48
TD/VIC 14.60 TD/VIC 14.61
Printing
TD/TNC 14.27
Prior learning
TD/QLD 14.11 TD/TNC 14.7
TD/WA 14.18
Problem solving
TD/VIC 14.55
Profiles
TD/NSW 14.34 TD/TNC 14.12
Program effectiveness
TD/QLD 14.11 TD/TNC 14.6
TD/VIC 14.59
Program evaluation
TD/NSW 14.37 TD/VIC 14.42
TD/VIC 14.45 TD/VIC 14.54
Programmed learning materials
TD/TNC 14.2
Program proposals
TD/NT 14.5
Program validation
TD/VIC 14.8 TD/VIC 14.25
TD/VIC 14.39
Public agencies
TD/VIC 14.34 TD/VIC 14.58
Publications
TD/TNC 14.14

Q

Quality control
TD/NSW 14.5
Questionnaires
TD/VIC 14.8 TD/WA 14.9
TD/WA 14.17 TD/WA 14.19
TD/WA 14.20 TD/WA 14.24
TD/WA 14.26

R

Reading
TD/VIC 14.7
Recruitment
TD/NT 14.6 TD/NT 14.12
Recurrent education
TD/VIC 14.53
Regional characteristics
TD/NSW 14.34
Regional planning
TD/QLD 14.16
Regional programs
TD/VIC 14.38
Rehabilitation
TD/VIC 14.43
Relevance (education)
TD/WA 14.20
Remedial education
TD/TAS 14.1
Remedial mathematics
TD/TAS 14.1
Reports
TD/NSW 14.27 TD/VIC 14.14
Research and development centres
TD/TNC 14.14
Research methodologies
TD/WA 14.19
Research reports
TD/NT 14.3 TD/NT 14.4
TD/NT 14.6 TD/NT 14.9
TD/TNC 14.14 TD/VIC 14.18
TD/VIC 14.44 TD/VIC 14.56
Resource materials
TD/VIC 14.26 TD/VIC 14.50
TD/VIC 14.51
Retraining
TD/SA 14.9 TD/TNC 14.22
TD/VIC 14.20
Rights to education
TD/TNC 14.25
Rural areas
TD/NSW 14.4 TD/VIC 14.38
TD/VIC 14.42
Rural education
TD/NT 14.4 TD/NT 14.6
TD/QLD 14.13 TD/TNC 14.3
Rural students
TD/NSW 14.9 TD/WA 14.16

S

School based assessment
TD/QLD 14.6 TD/QLD 14.7
TD/QLD 14.8
School demography
TD/VIC 14.1
School leavers
TD/VIC 14.31
School surveys
TD/NT 14.10
Science education
TD/VIC 14.40
Science experiments
TD/SA 14.16
Scripts

TD/VIC 14.62
Secondary education
TD/NT 14.18
Secondary schools
TD/SA 14.7
Selection
TD/TNC 14.12
Self evaluation (groups)
TD/WA 14.12
Seniority
TD/TNC 14.28
Shared facilities
TD/TNC 14.4 TD/TNC 14.5
Shorthand
TD/NSW 14.17 TD/NSW 14.18
TD/VIC 14.24
Sign language
TD/TNC 14.17 TD/TNC 14.18
TD/TNC 14.19
Skill analysis
TD/NSW 14.25
Skill development
TD/NSW 14.14 TD/TNC 14.9
TD/TNC 14.16
Skilled occupations
TD/TNC 14.15
Skilled workers
TD/TNC 14.12
Skills
TD/TNC 14.15
Social support groups
TD/NSW 14.2
Socioeconomic background
TD/VIC 14.1
Special education
TD/NSW 14.2 TD/NSW 14.3
Specifications
TD/TNC 14.29
Staff development
TD/NSW 14.27 TD/TAS 14.3
TD/TNC 14.16 TD/VIC 14.19
Standards
TD/TNC 14.29
State departments of education
TD/VIC 14.15
Statistical analysis
TD/NSW 14.18 TD/NT 14.1
Statistical data
TD/NT 14.1
Statistics
TD/VIC 14.13
Strategic planning
TD/NT 14.14
Student assessment
TD/NSW 14.8 TD/QLD 14.6
TD/QLD 14.7 TD/QLD 14.8
TD/TNC 14.11 TD/VIC 14.18
TD/WA 14.14
Student attitudes
TD/NSW 14.30 TD/VIC 14.17
TD/VIC 14.25 TD/VIC 14.35
TD/VIC 14.45
Student attrition
TD/TNC 14.8
Student characteristics
TD/SA 14.5 TD/VIC 14.9
Student counselling
TD/NSW 14.28
Student financial aid
TD/NSW 14.6 TD/NSW 14.29
Student mobility
TD/TNC 14.1
Student needs
TD/VIC 14.28
Student participation
TD/SA 14.4
Student research
TD/VIC 14.10
Student welfare services
TD/NSW 14.28 TD/WA 14.16
Students
TD/SA 14.2 TD/VIC 14.63
Study abroad
TD/VIC 14.47
Study skills
TD/SA 14.14
Suburban youth
TD/VIC 14.31
Surveys
TD/NSW 14.4 TD/VIC 14.1
TD/VIC 14.20 TD/VIC 14.33
TD/WA 14.24 TD/WA 14.25
Systems approach
TD/NSW 14.5 TD/VIC 14.8
TD/VIC 14.11

T

TAFE
TD/NSW 14.1 TD/NSW 14.3
TD/NSW 14.7 TD/NSW 14.23
TD/NSW 14.27 TD/NSW 14.35
TD/NT 14.1 TD/QLD 14.1
TD/QLD 14.2 TD/QLD 14.3
TD/QLD 14.4 TD/QLD 14.5
TD/QLD 14.9 TD/QLD 14.10
TD/QLD 14.15 TD/QLD 14.27
TD/QLD 14.28 TD/QLD 14.29
TD/QLD 14.30 TD/QLD 14.31
TD/QLD 14.33 TD/QLD 14.34
TD/SA 14.1 TD/SA 14.2
TD/SA 14.9 TD/SA 14.11
TD/SA 14.12 TD/TAS 14.5
TD/SA 14.6 TD/TNC 14.1
TD/TNC 14.3 TD/TNC 14.4
TD/TNC 14.5 TD/TNC 14.6
TD/TNC 14.7 TD/TNC 14.14
TD/TNC 14.15 TD/TNC 14.16
TD/TNC 14.23 TD/TNC 14.25
TD/TNC 14.26 TD/TNC 14.27
TD/TNC 14.29 TD/TNC 14.30
TD/VIC 14.2 TD/VIC 14.3
TD/VIC 14.4 TD/VIC 14.8
TD/VIC 14.11 TD/VIC 14.12
TD/VIC 14.13 TD/VIC 14.15
TD/VIC 14.16 TD/VIC 14.22
TD/VIC 14.25 TD/VIC 14.26
TD/VIC 14.27 TD/VIC 14.32
TD/VIC 14.33 TD/VIC 14.34
TD/VIC 14.35 TD/VIC 14.38

TD/VIC 14.39 TD/VIC 14.45
TD/VIC 14.46 TD/VIC 14.52
TD/VIC 14.61 TD/VIC 14.63
TD/WA 14.6 TD/WA 14.11
TD/WA 14.14 TD/WA 14.15
TD/WA 14.16 TD/WA 14.17
TD/WA 14.18 TD/WA 14.19
TD/WA 14.24 TD/WA 14.25
TAFE colleges
TD/NSW 14.34 TD/NT 14.5
TD/QLD 14.6 TD/QLD 14.7
TD/QLD 14.8 TD/QLD 14.14
TD/QLD 14.16 TD/QLD 14.17
TD/QLD 14.18 TD/QLD 14.19
TD/QLD 14.20 TD/QLD 14.21
TD/QLD 14.22 TD/QLD 14.23
TD/QLD 14.24 TD/QLD 14.25
TD/QLD 14.26 TD/SA 14.3
TD/SA 14.7 TD/SA 14.12
TD/SA 14.16 TD/TNC 14.11
TD/VIC 14.1 TD/VIC 14.3
TD/VIC 14.28 TD/VIC 14.29
TD/VIC 14.30 TD/VIC 14.36
TD/VIC 14.60 TD/WA 14.12
TAFE students
TD/NSW 14.28 TD/QLD 14.9
TD/QLD 14.11 TD/TNC 14.8
TD/VIC 14.1 TD/VIC 14.6
TD/VIC 14.7 TD/VIC 14.9
TD/VIC 14.17 TD/VIC 14.56
TD/WA 14.18 TD/WA 14.20
TD/WA 14.23 TD/WA 14.24
TD/WA 14.25
TAFE teachers
TD/QLD 14.9 TD/QLD 14.12
TD/TAS 14.3 TD/TNC 14.1
TD/TNC 14.13 TD/TNC 14.20
TD/TNC 14.22 TD/TNC 14.28
TD/VIC 14.10 TD/WA 14.13
TD/WA 14.21
Task analysis
TD/NSW 14.5 TD/NSW 14.25
Teacher attitudes
TD/VIC 14.8 TD/VIC 14.10
TD/VIC 14.45 TD/VIC 14.57
Teacher placement
TD/QLD 14.12
Teacher recruitment
TD/QLD 14.12
Teaching guides
TD/VIC 14.23
Teaching language
TD/VIC 14.5
Teaching methods
TD/SA 14.15 TD/VIC 14.57
Teaching process
TD/TNC 14.11
Technical occupations
TD/SA 14.1 TD/TNC 14.21
Technicians
TD/TNC 14.9
Technological change
TD/NSW 14.14 TD/NSW 14.15
TD/NSW 14.20 TD/NSW 14.22
TD/SA 14.10 TD/TNC 14.13
TD/TNC 14.20 TD/TNC 14.22
TD/TNC 14.27 TD/WA 14.27
Technological literacy
TD/SA 14.10
Technology
TD/TNC 14.29 TD/VIC 14.23
Telecommunications
TD/NSW 14.24
Test construction
TD/WA 14.21
Test items
TD/WA 14.11
Testing
TD/QLD 14.6 TD/QLD 14.7
TD/QLD 14.8
Tests
TD/WA 14.21
Theses
TD/NSW 14.35
Total communication
TD/TNC 14.18
Tractors
TD/ACT 14.1
Trade courses
TD/NSW 14.30 TD/NSW 14.36
TD/QLD 14.11 TD/TAS 14.4
TD/TAS 14.6 TD/TAS 14.8
TD/VIC 14.35 TD/VIC 14.48
TD/VIC 14.61 TD/WA 14.10
Trainees
TD/NSW 14.12 TD/NSW 14.16
TD/VIC 14.50 TD/VIC 14.51
Training
TD/NSW 14.4 TD/NSW 14.21
TD/NSW 14.22 TD/TNC 14.9
TD/TNC 14.24 TD/TNC 14.25
TD/TNC 14.27 TD/VIC 14.33
TD/VIC 14.43
Training allowances
TD/NSW 14.6
Training methods
TD/TAS 14.6 TD/TAS 14.7
TD/TAS 14.8 TD/VIC 14.58
TD/VIC 14.59
Transfer of training
TD/TNC 14.15
Transfer policy
TD/TNC 14.1 TD/TNC 14.7
TD/WA 14.18
Transfer students
TD/WA 14.18
Transition education
TD/NSW 14.37
Trend analysis
TD/NSW 14.20 TD/NSW 14.36
Tutoring
TD/WA 14.13

U

Unemployed
TD/TNC 14.16
Unemployment
TD/NT 14.10 TD/SA 14.9
TD/TNC 14.22 TD/VIC 14.20

TD/VIC 14.31 TD/VIC 14.60
Universities
TD/NT 14.1
Use studies
TD/NSW 14.10

V
Videodisc recordings
TD/SA 14.15
Videotape cassettes
TD/TNC 14.10
Vocational education
TD/NT 14.9 TD/NT 14.13
TD/SA 14.3 TD/TNC 14.11
TD/VIC 14.14 TD/VIC 14.46

W
Welding
TD/QLD 14.15
Withdrawal (education)
TD/TNC 14.8
Womens education
TD/NSW 14.26 TD/NSW 14.32
TD/NSW 14.33 TD/SA 14.5
TD/SA 14.6 TD/TNC 14.23
TD/VIC 14.22 TD/VIC 14.35
TD/VIC 14.40 TD/VIC 14.42
TD/VIC 14.46 TD/VIC 14.48
TD/VIC 14.49 TD/VIC 14.61
Woodworking
TD/NSW 14.19
Workbooks
TD/TAS 14.2 TD/TAS 14.4
Writing skills
TD/VIC 14.6

Y
Year 12
TD/VIC 14.19 TD/VIC 14.32
Youth employment
TD/NSW 14.9 TD/NSW 14.16
TD/NSW 14.37 TD/VIC 14.31
Youth programs
TD/NSW 14.9 TD/NSW 14.16
TD/VIC 14.10 TD/VIC 14.14
TD/VIC 14.59